

F R E E M A N

NASGW 2015 ANNUAL MEETING & EXPO

OCTOBER 28 - 30, 2015

**NEW ORLEANS ERNEST N. MORIAL
CONVENTION CENTER**

NEW ORLEANS, LOUISIANA

SERVICE INFORMATION

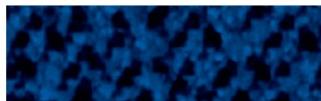
BOOTH EQUIPMENT

Each 10' x 10' booth will be set up with 8' high blue and black back drape, 3' high blue side dividers and a 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET

Booth spaces are not be carpeted; however, all aisles will be carpeted midnight blue (see below). Please see the enclosed carpet order form if you wish to order carpet for your booth space.

Aisle Carpet Color:



midnight blue

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of discount rates, place your order by **October 5, 2015**.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Visit www.freemanco.com/preshowFAQ for more information & helpful hints on pre-show procedures and move-in.

Monday	October 26, 2015	8:00 AM - 5:00 PM
Tuesday	October 27, 2015	8:00 AM - 5:00 PM

All warehouse inbound material handling will have overtime charges applied due to warehouse freight move-in on Sunday.

EXHIBIT HOURS

Wednesday	October 28, 2015	9:00 AM - 6:00 PM
Thursday	October 29, 2015	9:00 AM - 5:30 PM
Friday	October 30, 2015	8:00 AM - 12:00 PM

EXHIBITOR MOVE-OUT

Visit www.freemanco.com/postshowFAQ for more information & helpful hints on post-show procedures and move-out.

Friday	October 30, 2015	12:00 PM - 8:00 PM
Saturday	October 31, 2015	8:00 AM - 11:00 AM

All labor and outbound material handling services performed after 5:00 PM on Friday or anytime on Saturday will have overtime charges applied.

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by **Saturday, October 31, 2015 at 11:00 AM**. Any materials remaining in the facility will be re-routed via Freeman's choice or returned to the warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **Saturday, October 31, 2015 at 8:00 AM**.

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material handling agreement and labels in advance. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

FREEMAN quick facts

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

1000 Elmwood Park Blvd.
New Orleans, LA 70123
(504) 731-6137 Fax (469) 621-5612
FreemanNewOrleansES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 Toll Free US & Canada
(817) 607-5100 Local & International
(469) 621-5810 Fax

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by October 5, 2015. Our Internet online ordering service, Freeman OnLine is available for your convenience to order all Freeman services, view show schedule, or print order forms. Once your show is available online, you will receive an email which includes a direct link to Freeman OnLine.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine without using the email link, visit www.freemanco.com/store and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth #
NASGW 2015 Annual Meeting & Expo
C/O Freeman
905 Sams Ave.
New Orleans, LA 70123

Freeman will accept crated, boxed or skidded material beginning **Friday, September 25, 2015**, at the above address. Material arriving after **October 19, 2015** will be received at the warehouse with an additional after deadline charge. Warehouse receiving hours are 8:00 a.m. - 4:00 p.m., Monday - Friday.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
NASGW 2015 Annual Meeting & Expo
C/O Freeman
Ernest N. Morial Convention Center
900 Convention Center Blvd.
New Orleans, LA 70130

**PLEASE NOTE THAT ALL VEHICLES DELIVERING MATERIALS TO THE CONVENTION CENTER MUST REPORT TO THE MARSHALLING AREA AT 1221 SOUTH PETERS ST., LOT B, TO OBTAIN A DOCK PASS. THIS INCLUDES PRIVATELY OWNED VEHICLES (CARS, TRUCKS, VANS, ETC.) WHO CHOOSE TO UNLOAD THEIR OWN MATERIALS AT THE ESTABLISHED UNLOADING AREA. NO VEHICLE WILL BE ALLOWED TO THE DOCK AREA WITHOUT A PASS.

Freeman will receive shipments at the exhibit facility beginning **Monday, October 26, 2015**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

LABOR INFORMATION

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 504-731-6137.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman New Orleans Exhibitor Services at 504-731-6137 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of discount rates, place your order by **October 5, 2015**.

AVOID DELAY

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

Per show management, children under the age of 16 are not permitted in the exhibit hall during installation and dismantle.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

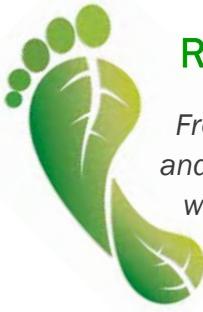
The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

EXHIBITOR ASSISTANCE

For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ.

For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Call Freeman's Exhibitor Services department at 504-731-6137 with any questions or needs you may have.



Reducing Your Footprint

Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.

Green Tips for Exhibitors

Interested in going Green and saving money with your exhibit booth? Follow these tips to assist you in making your sustainable booth strategies at least cost-neutral, and possibly cost-saving!

Supplies and Ordering

- Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
- Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
- Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
- Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways, such as free songs from iTunes, coupons and free online Apps are smart and trendy.

Printing, Recycling and Waste Management

- Encourage less printing and provide more information digitally when it comes to booth literature, fulfilling requests via email and website referrals.
- If you need to print, use a local printer in the city where the show will be held and choose paper that contains at least 50% post-consumer recycled content.
- Ask Freeman about new paper-based signage materials that are comparably priced to plastic. There are good alternatives to foam core and PVC which are not as easily recyclable.
- Participate in the exhibit donation program by providing materials that are eligible for donation to local charities, such as pens, bags and notepads.

Shipping and Transportation

- If you must ship materials, planning out your booth in a timely way to meet shipping deadlines can also help maximize consolidation and cost-savings.
- Choose a SmartWay™-certified hauler at no additional cost to ensure your transportation company is practicing sustainable shipping.
- Set a goal to leave no trace behind by shipping out all booth properties and packing materials and donating extra giveaways thereby minimizing any waste for the show.
- If you are attending another trade show that many of your fellow exhibitors are also participating in, ask your General Service Contractor or Show Management to set up a caravan service to save on fuel emissions—and cost of transportation.



Personnel and Best Practices

- Take advantage of local or regional representatives to staff your booth, rather than bringing staff from far away offices, reducing travel cost.
- Bring Green as part of your company message providing recycling bins in your booth and information on what you have done to exhibit in a sustainable way.



These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact Jeff Chase at jeff.chase@freemanco.com.

F R E E M A N

1000 Elmwood Park Blvd
New Orleans, LA 70123
(504) 731-6137 Fax: (469) 621-5612
freemanneworleans@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
OCTOBER 05, 2015**

**INCLUDE THIS FORM
WITH YOUR ORDER**

NAME OF SHOW: **NASGW 2015 ANNUAL MEETING & EXPO / OCTOBER 28 - 30, 2015**

COMPANY NAME:

BOOTH #:

ADDRESS:

BOOTH SIZE : X

CITY/STATE/ZIP:

PHONE:

EXT.:

FAX #:

SIGNATURE:

PRINT NAME:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

Check if you are a new Freeman customer

Invoices will be sent by e-mail; please provide e-mail address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

COMPANY CHECK

Please make check payable to: Freeman

Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)

Please reference (313504) on your remittance.

CREDIT/DEBIT CARD

For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

AMERICAN EXPRESS

MASTER CARD

VISA

FREEMAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO.:

EXP. DATE:

CARDHOLDER NAME (PRINT):

SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	SIGNS	INSTALLATION LABOR	DISMANTLE LABOR
MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION	HANGING SIGNS	GRAND TOTAL		

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freemanco.com/store.
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.

TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

<http://feedback.freemanco.com/?313504>

F R E E M A N

1000 Elmwood Park Blvd
New Orleans, LA 70123
(504) 731-6137 Fax: (469) 621-5612
freemanneworleans@freemanco.com

NASGW 2015 ANNUAL MEETING & EXPO / OCTOBER 28 - 30, 2015

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

Indicate which services are to be invoiced to the Third Party:

- | | |
|---|---|
| <input type="checkbox"/> ALL FREEMAN SERVICES | <input type="checkbox"/> FREEMAN EXHIBIT TRANSPORTATION |
| <input type="checkbox"/> I&D LABOR/SUPERVISION | <input type="checkbox"/> RENTAL FURNITURE/CARPET/SIGNS |
| <input type="checkbox"/> MATERIAL HANDLING/IN & OUT | <input type="checkbox"/> BOOTH CLEANING |
| | <input type="checkbox"/> OTHER _____ |

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's e-mail.

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

AMERICAN EXPRESS MASTERCARD

VISA

FREEMAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:



EXHIBIT transportation

Making your show experience a success hinges not only on what you bring to the show, but also what you take away. No one knows that better than Freeman. We've had more than 75 years of experience in the business, and we're here to help you with all your exhibit transportation needs. From initial inbound transportation and move-in to move-out and outbound transportation, we've got the specialists to assist you with all your show requirements. Take a look at the services we can offer you and you'll see why we're the best in the business.

As the official service contractor, we can make it easier for you to transport your exhibit to the show and on to its next destination. Our on-site experts are there every step of the way – preshow, move-in, on the actual show days as well as during move-out. Also, if you need anything after the show, your Freeman contact will be there to assist you. Some of our available services also include:

- A special toll-free number where Freeman experts give you the fast, friendly service that has become our trademark, track shipments, arrange for pickup and more.
- One convenient invoice with all your show services prequoted, so you never get hit with hidden costs. Freeman also offers competitive prices for exhibit transportation with value-added customer service.
- Preprinted shipping labels and material handling agreements. There is no need to handwrite all your labels when we can print them for you automatically.

Don't forget about inbound shipping! Complete and send the attached order form to order your inbound and outbound shipping.

questions?

Call our exhibit transportation experts at 800-995-3579. For fast, easy ordering, go to www.myfreemanonline.com.

F R E E M A N

(800) 995-3579 Toll Free US & Canada
(817) 607-5100 Local & International

COMPLETE THIS FORM ONLY IF YOU ARE
SHIPPING YOUR EXHIBIT MATERIALS BY
FREEMAN EXHIBIT TRANSPORTATION

NAME OF SHOW: **NASGW 2015 ANNUAL MEETING & EXPO / OCTOBER 28 - 30, 2015**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X
CONTACT NAME : _____ PHONE #: _____
E-MAIL ADDRESS : _____

For Assistance, please call applicable number listed above to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information:
(800) 995-3579 Toll Free US & Canada
(817) 607-5100 Local & International

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____
SHIPPER NAME _____
SHIPPER ADDRESS _____

(City) _____ (State) _____ (Zip) _____

DESTINATION

I will be shipping to the **WAREHOUSE**

FREEMAN / Exhibiting Company Name / Booth #

NASGW 2015 ANNUAL MEETING & EXPO

C/O: FREEMAN
905 SAMS AVENUE
NEW ORLEANS, LA 70123

MUST BE DELIVERED BY OCTOBER 19, 2015

I will be shipping to **SHOW SITE**

FREEMAN / Exhibiting Company Name / Booth #

NASGW 2015 ANNUAL MEETING & EXPO

C/O: FREEMAN
MORIAL CONVENTION CENTER
900 CONVENTION CENTER BLVD
NEW ORLEANS, LA 701301755

CANNOT BE DELIVERED BEFORE OCTOBER 26, 2015

TYPE OF SERVICE

- Next Day Air: Delivery next business day by 5:00 PM
- Second Day Air: Delivery second business day by 5:00 PM
- 3-5 Day Service: Delivery within 3 - 5 business days
- Declared Value \$ _____

Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.

- Standard Ground: Dependent on distance
- Expedited Ground: Tailored to specific requirements
- Specialized: Pad wrapped, uncrated, truck load

SHIPPING INFORMATION

Items to be shipped

Number of Pieces	Est. Weight
____ Crates (wooden)	_____
____ Cartons (cardboard)	_____
____ Cases/Trunks (fiber) (color _____)	_____
____ Skids/Pallets	_____
____ Carpet (color _____)	_____
____ Other (_____)	_____
Total	_____

Size of largest piece: (H) _____ (W) _____ (L) _____

NOTE: Shipments will be weighed and measured prior to delivery.

OUTBOUND SHIPPING

I would like to schedule outbound Freeman Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information if different from pick up address:

Ship to address:

Number of Labels : _____

**FAX THIS COMPLETED FORM TO:
(469) 621-5810**

**A TRANSPORTATION SPECIALIST
WILL CALL YOU TO CONFIRM
RECEIPT OF ORDER AND
FINALIZE DETAILS.**

SHOW # (313504) _____

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by signing page one of this document or electronic acknowledgment of receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

1. DEFINITIONS. In this Contract, "Freeman" means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. FINAL CONTRACT BETWEEN THE PARTIES. In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. Freeman's RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

4. PACKAGING AND CRATES. Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage is subject to the special services and charges offered in the Freeman tariff. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.

(b) Storage charges, based on Freeman's tariff, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. When Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

7. INSURANCE. Freeman IS NOT AN INSURER. Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.

8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES. Shipper understands that even if Shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration costs of any property. FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF THE FAIR MARKET VALUE (THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$5.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIG-

NATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):

- (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures;
- (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing;
- (c) Personal effects, including without limitation, papers and documents;
- (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$20,000 PER SHIPMENT. Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties.

- (a) whenever or wherever the claimed loss or damage may occur;
- (b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
- (c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

10. CLAIMS. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Freeman Exhibit Transportation, Cargo Claim Department, P.O. Box 560288, Dallas, TX 75360-0288 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 72 hours of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

11. CHOICE OF FORUM / ARBITRATION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. MISCELLANEOUS. (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

AIR CARGO

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper's behalf, it shall be deemed, conclusively, to have been prepared by the Shipper. The Shipper agrees that this shipment is subject to the TERMS stated herein. All TERMS, including but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

1. DEFINITIONS: In this Contract, "Freeman" means Freeman Decorating Services, Inc. and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. Freeman's RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, Freeman DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

4. PACKAGING AND CRATES: Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities.

5. REFUSED SHIPMENTS: If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.

(b) Storage charges, based on Freeman's tariff, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES: Freeman's LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF \$50.00 (USD) PER SHIPMENT OR \$.50 (USD) PER POUND (\$1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL Freeman's LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

Notwithstanding the above limitations, domestic shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):

- (a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
- (b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
- (c) personal effects;
- (d) and other inherently fragile or unique items, including prototypes, etc.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profit damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties

- (a) whenever or wherever the claimed loss or damage may occur;
- (b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
- (c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.

Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Freeman Exhibit Transportation, Cargo Claim Department, P.O. Box 560288, Dallas, TX 75360-0288.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES [INCLUDING ADOPTED INTERNATIONAL CONVENTIONS] AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE'S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

10. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; stop the shipment in transit, or divert or reschedule same, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

WHAT ARE FREIGHT SERVICES?

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

How do I ship to the warehouse?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

How do I ship to show site?

- Freight will be accepted only during exhibitor move-in. Please refer to Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

What about prepaid or collect shipping charges?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

How should I label my freight?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on Quick Facts.

How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one "cwt." (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show-site shipments.

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on Quick Facts.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

What happens to my empty containers during the show?

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

How do I protect my materials after they are delivered to the show or before they are picked up after the show?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

How do I ship my materials after the close of the show?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to Freeman's carrier choice or delivered back to the warehouse at exhibitor's expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

Where do I get a forklift?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

Do I need insurance?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the enclosed Terms and Conditions.

Other available services (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return

F R E E M A N

F R E E M A N

1000 Elmwood Park Blvd.
New Orleans, LA 70123
(504) 731-6137 • Fax: (469) 621-5612
FreemanNewOrleansES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **NASGW 2015 ANNUAL MEETING & EXPO / OCTOBER 28 - 30, 2015**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 504-731-6137 to speak with one of our experts.

Let Freeman OnLine® estimate your material handling charges for you. Log on to www.freemanco.com/store, select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

MATERIAL HANDLING SERVICES

CRATED:	Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
SPECIAL HANDLING: (See definitions on back)	Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS and DHL are included in this category due to their delivery procedures.
UNCRATED:	Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.
CARPET AND/OR PAD ONLY:	Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload
STRAIGHT TIME:	8:00 A.M. to 5:00 P.M. Monday through Friday
OVERTIME:	5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lb. Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 74.75	149.50
Special Handling Shipment.....	\$ 97.25	194.50
Carpet and/or Pad Only Shipment.....	\$112.25	224.30
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 72.00	144.00
Special Handling Shipment.....	\$ 93.75	187.50
Uncrated or Pad Wrapped Shipment	\$108.00	216.00
Carpet and/or Pad Only Shipment.....	\$108.00	216.00
Small Package - Maximum weight is 30 lbs per shipment*		
*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.		
ADDITIONAL SURCHARGES:		
Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after OCTOBER 19, 2015.....	\$ 18.75	37.50
Show Site Shipment after Show Opening.....	\$ 18.00	36.00
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 18.00	36.00
Special Handling Shipment.....	\$ 23.50	47.00
Uncrated or Pad Wrapped Shipment	\$ 27.00	54.00
Carpet and/or Pad Only Shipment.....	\$ 27.00	54.00
Overtime Charge - Outbound (in addition to above rates)		
Crated or skidded Shipment	\$ 18.00	36.00
Special Handling Shipment.....	\$ 23.50	47.00
Uncrated or Pad Wrapped Shipment	\$ 27.00	54.00
Carpet and/or Pad Only Shipment	\$ 27.00	54.00

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
Surcharges	÷ 100 =			
			2% Tax	
			Total	

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.freemanco.com/store

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

What is Ground Loading/Unloading?

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading?

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

What is Shipment Integrity?

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

What is Alternate Delivery Location?

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

What are Mixed Shipments?

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

What does it mean if I have "No Documentation"?

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

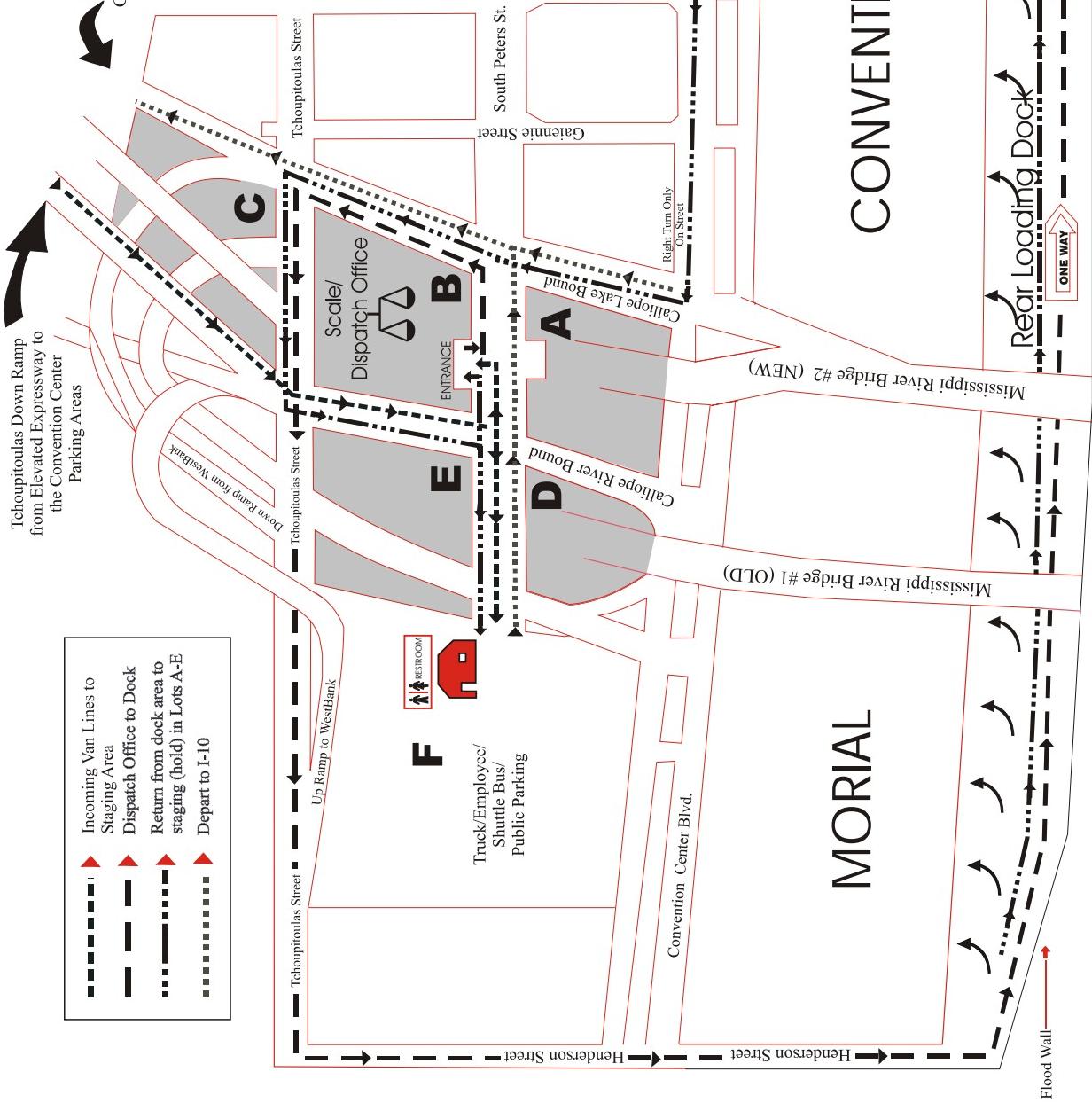
What is the difference between Crated and Uncrated Shipments?

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting points.

What about carpet only shipments?

Shipments that consist of carpet and/or carpet padding only require additional labor and equipment to unload.

MARSHALLING YARD



MORIAL

CONVENTION CENTER



Mississippi River

F R E E M A N

1000 Elmwood Park Blvd
New Orleans, LA 70123
(504) 731-6137 Fax: (469) 621-5612
freemanneworleanses@freemanco.com

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **NASGW 2015 ANNUAL MEETING & EXPO / OCTOBER 28 - 30, 2015**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (504) 731-6137 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

CITY: _____ STATE/
PROVINCE: _____ ZIP/
POSTAL CODE: _____

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE/
PROVINCE: _____ ZIP/
POSTAL CODE: _____

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

- 1 Day: Delivery next business day
- 2 Day: Delivery by 5:00 P.M. second business day
- Expedited
- Deferred: Delivery within 3-4 business days
- Standard Ground
- Specialized: Pad wrapped, uncrated, or truckload
- OTHER COMMON CARRIER _____
- OTHER VAN LINE _____
- OTHER AIR FREIGHT _____

Next Day 2nd Day Deferred

CARRIER PHONE #: _____

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.

Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor. During exhibitor move-out, when time permits, Freeman will attempt a courtesy phone call to your carrier to confirm the scheduled pick-up.

DESIRED NUMBER OF LABELS: _____

F R E E M A N
R U S H
D O N O T D E L A Y

F R E E M A N
R U S H
D O N O T D E L A Y

RECEIVING DATE BEGINS: SEPTEMBER 25, 2015

RECEIVING DATE BEGINS: SEPTEMBER 25, 2015

DEADLINE DATE IS: OCTOBER 19, 2015

DEADLINE DATE IS: OCTOBER 19, 2015

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
905 SAMS AVENUE

NEW ORLEANS, LA 70123

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
905 SAMS AVENUE

NEW ORLEANS, LA 70123

WAREHOUSE

**NASGW 2015 ANNUAL MEETING &
EXPO**

EVENT: _____

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

WAREHOUSE

**NASGW 2015 ANNUAL MEETING &
EXPO**

EVENT: _____

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

F R E E M A N

F R E E M A N

R U S H

D O N O T D E L A Y

CANNOT DELIVER BEFORE OCTOBER 26, 2015

R U S H

D O N O T D E L A Y

CANNOT DELIVER BEFORE OCTOBER 26, 2015

TO:

EXHIBITOR NAME

C/O: FREEMAN

MORIAL CONVENTION CENTER
900 CONVENTION CENTER BLVD

NEW ORLEANS, LA 701301755

SHOW SITE

**NASGW 2015 ANNUAL MEETING &
EXPO**

EVENT: _____

BOOTH NO: _____ NO. _____ OF _____ PCS

TO:

EXHIBITOR NAME

C/O: FREEMAN

MORIAL CONVENTION CENTER
900 CONVENTION CENTER BLVD

NEW ORLEANS, LA 701301755

SHOW SITE

**NASGW 2015 ANNUAL MEETING &
EXPO**

EVENT: _____

BOOTH NO: _____ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

F R E E M A N

R U S H

DO NOT DELAY

MUST DELIVER BY OCTOBER 19, 2015

TO: _____
EXHIBITOR NAME

C/O FREEMAN
905 SAMS AVE
NEW ORLEANS, LA 70123

HANGING SIGN

EVENT: NASGW 2015 ANNUAL MEETING & EXPO

BOOTH # _____ NO. ____ OF ____ PIECES

F R E E M A N

R U S H

DO NOT DELAY

MUST DELIVER BY OCTOBER 19, 2015

TO: _____
EXHIBITOR NAME

C/O FREEMAN
905 SAMS AVE
NEW ORLEANS, LA 70123

HANGING SIGN

EVENT: NASGW 2015 ANNUAL MEETING & EXPO

BOOTH # _____ NO. ____ OF ____ PIECES



FURNISHING essentials

seating

When it comes to basic seating needs, look no further than Freeman. Our wide array of well-designed modern chairs, armchairs and stools will serve any exhibitor's show space requirements.

diva series

Natural blonde wood and matte chrome finish highlight this sleek Italian design.

diva counter stool

17"W 16)L 36"H – N71092

The intermediate 25" seating height makes this stool ideal for theater or demo areas.

diva chair

18"W 16)L 31"H – N71091

A natural complement to modern exhibit designs.



gray gaslift stool

24"W 20)L 46"H

With Arms – N71048

No Arms – N71047

gray gaslift chair

26"W 20)L 38"H

With Arms – N71046

No Arms – N71045

Telescoping height adjustment; five-caster base rolls with ease.

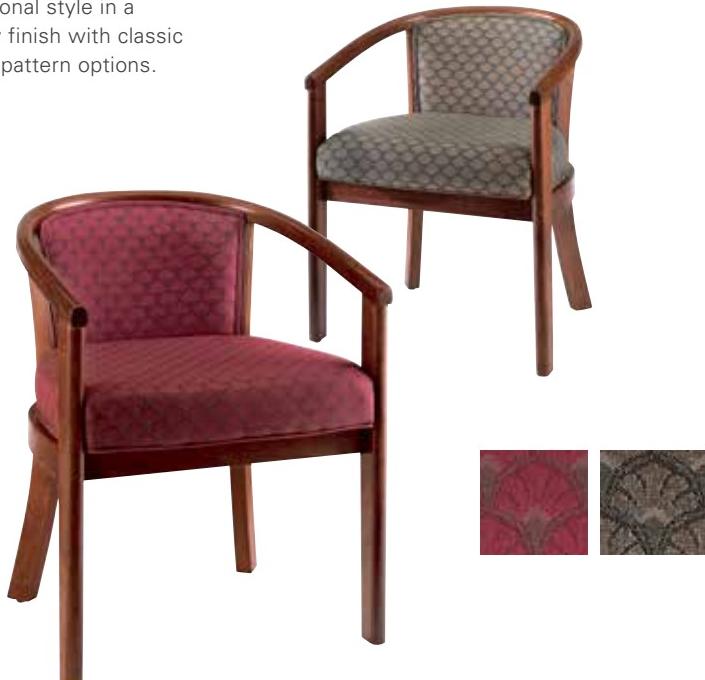


seating

cherry barrel chair

Cranberry or Taupe
23"W 22)L 29"H – N71038

Traditional style in a
cherry finish with classic
fabric pattern options.



executive chair

Black Tweed
28"W 25)L 45"H – N71044



black diamond side chair

21"W 23)L 32"H – N71089

black diamond armchair

20"W 21)L 33"H – N71090



diplomat chair

Black Diamond Fabric
25"W 28)L 36"H – N710144
Comfortable, yet compact
for office or conference
table seating.



seating

limerick® stool by Herman Miller

Gray

18"W 17.75"L 44"H – C210109



limerick® chair by Herman Miller

Gray

18"W 17.75"L 33"H – C210108



black diamond stool

22"W 18)L 46"H – N71088



soho bistro table (page 6)

lounge seating

Give your exhibit a casual yet practical look with Freeman's superior lounge seating. Pick from a large selection of couches, loveseats, chairs and barstools that are sure to take your exhibit design to the next level.



signature loveseat

Black

33"W 60)L 33"H – N73091

Deeply comfortable sofa-style seating in a sleek, contemporary shape.

signature chair

Black

33"W 35)L 33"H – N71093



tables

What Freeman always brings to the table is professionalism, and nothing says more about your meeting space and/or show site than your surfaces and tabletops. Choose from modern glass conference tables, traditional cocktail, end tables and much more.

glass conference table

Black or Chrome Pedestal

42"W 42"L 30"H – N72015

Rounded square glass top
is supported by stylish metal
frame in a choice of two colors.



cherry cocktail table

19"W 36)L 17"H – N72026

cherry end table

20"W 20)L 20"H – N72027



Milano Table (page 7)
Diplomat Chair (page 3)

tables

pedestal tables

A range of table-top sizes and materials with pedestals in various heights to fit any space.

soho series

Black-Top Mini	18" Round 18"H	N72066
Black-Top Café	24" Round 30"H	N72069
Black-Top Bistro	24" Round 42"H	N72070
Black-Top Café	36" Round 30"H	N72067
Black-Top Bistro	36" Round 42"H	N72068



chelsea series

Butcher Block-Top Café	30" Round 30"H	N72063
	36" Round 30"H	N72064
Butcher Block-Top Bistro	30" Round 42"H	N720163
	36" Round 42"H	N720164



metro series

Black

slate end table

20"W 20"L 17"H – N72029



slate cocktail table

20"W 40"L 15"H – N72028



studio series

black end table

17"W 17)L 18"H – C115104

black cocktail table

36"W 20)L 15"H – C115103





office furniture

When it's time to set up office, Freeman offers a wide selection of superior, professional pieces in eye-catching shapes and styles to suit any budget and/or design essential. From classic credenzas and bookcases to professional seating, we've got all your office furniture requirements.

office series

Cherry or Oak

five-foot desk

30"W 60)L 30"H
Cherry – N74061
Oak – N74071



credenza

16"W 60)L 30"H
Cherry – N74064
Oak – N74074



bookcase

12"W 36)L 72"H
Cherry – N74065
Oak – N74075



milano table

42"W 84)L 29"H
Blonde Top with Black Base – N72093
Black Top with Black Base – N72092

Freeman's latest seven-foot conference table, featuring clean curved lines and a wealth of work space.



luna table

36"W 72)L 29"H
Black Top with Black Base – N72094

This contemporary six-foot conference table or writing desk comes with a black laminate top.



hemingway writing table

Black
24"W 49)L 29"H – N720191





display

Some of the most essential elements of your exhibit are the surfaces on which you display your show materials. That's why we have an appealing variety of displays, from standing cylinders to sleek computer desks to draped table counters, to ensure your show space will be both attractive and interactive.

draped or undraped table counters

Colored draping includes white vinyl top and pleated skirt on three sides. Fourth-side draping is available. Undraped tables include white vinyl tops.



tables (30" height)

Draped

Draped on fourth side

Undraped

3'

C130330

4'

C130430

6'

C130630

C12404630

8'

C130830

C12404830

black

blue

brown

dark green

flax

gold

gray

plum

red

white

counters (42" height)

Draped

Draped on fourth side

Undraped

C130342

C130442

C130642

C12404642

C131642

C131842

Table-top risers are also available in a variety of sizes.
See order form for details.

display

display cubes

Black

12" small

12"W 12)L 42"H – N75030

18" medium

18"W 18)L 36"H – N75031

24" large

24"W 24)L 42"H – N75032



orion computer kiosk

Black

28)L 28"D 40.5"H – N75079

Pedestal for computer demo with keyboard tray and interior storage.
(Computer not included.)



display cylinders

Black

low

30"W 15"H – N75020

medium

18"W 20"H – N75021

high

24"W 36"H – N75022



display counter

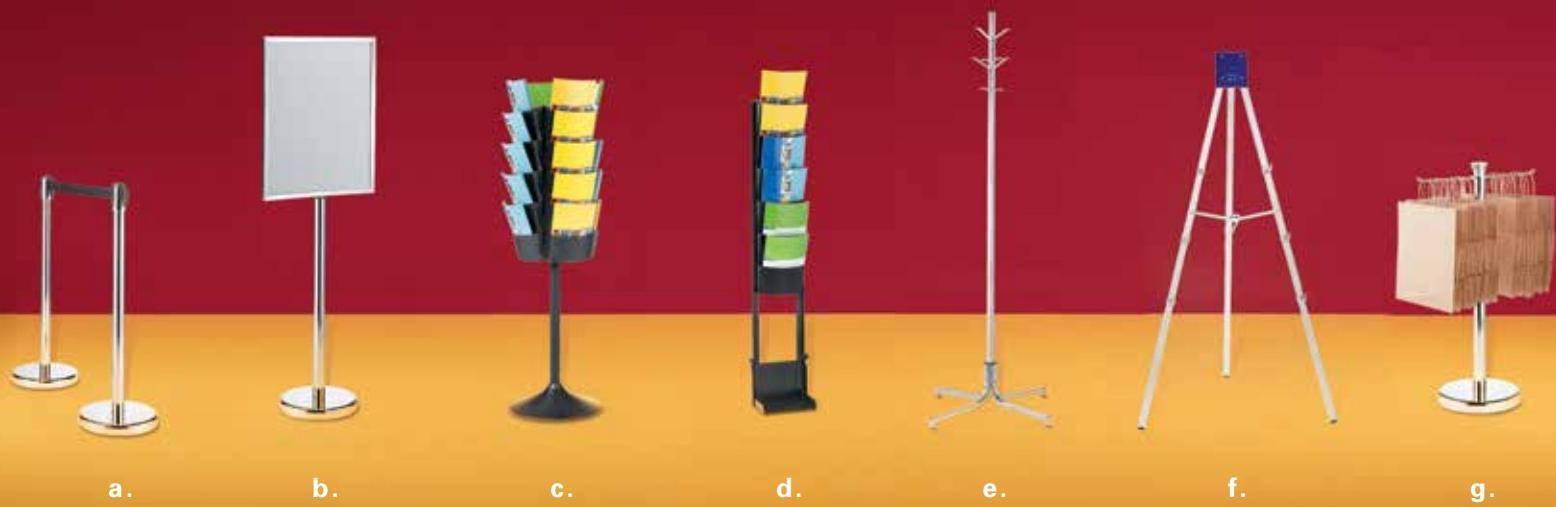
Black

24"W 49)L 42"H – N72056



accessories

We know that every exhibit is different and requires certain pieces that may be hard to find. That's why we offer an assortment of accessories that will meet your needs, from literature racks to bulletin boards to refrigerators and file cabinets. No matter the requirement, your exhibit will always stand out with these striking and functional pieces.



**a. chrome stanchion with 8'
retractable belt**
42"H – C220121

e. chrome coat tree
C220109

b. chrome sign holder
Holds 22"x 28" sign – C220118

f. chrome easel
C220134

c. round literature rack
17"W 17"L 57"H – N750135
Revolving black display holds printed materials for easy access from 20 pockets.

g. chrome bag rack
C220110

d. flat literature rack
10"W 55"H – N750136
Forward-facing black display presents printed materials in six pockets.

special draping
(not pictured)
Special drape is available in a variety of colors. Refer to the order form for details.

accessories

file cabinet with lock

Standard Size



two-drawer

15"W 29"L 28"H – N74082



four-drawer

15"W 29"L 50"H – N74081

floor-standing bulletin board

48"W 96)L 78"H – C10201484



table lamp*

Black

25"H – N75052



small refrigerator*

19"W 19)L 34"H – N75057



wastebasket

Wastebasket color may vary.

C220107



corrugated wastebasket

C220106



*Note: Electrical power must be ordered separately.

FREEMAN

1000 Elmwood Park Blvd
New Orleans, LA 70123
(504) 731-6137 Fax: (469) 621-5612
freemanneworleans@freemanco.com

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE**

OCTOBER 05, 2015

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **NASGW 2015 ANNUAL MEETING & EXPO / OCTOBER 28 - 30, 2015**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (504) 731-6137 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CHAIRS						
____	N71092	Diva Counter Stool	202.00	222.20	282.80	_____
____	N71091	Diva Chair	177.05	194.75	247.85	_____
____	N710144	Diplomat Chair	221.30	243.45	309.80	_____
____	N71038	Cherry Barrel Chair	184.35	202.80	258.10	_____
	<input type="checkbox"/>	Cranberry	<input type="checkbox"/>	Taupe		
____	N71048	Gray Gaslift Stool w/Arms .	265.50	292.05	371.70	_____
____	N71047	Gray Gaslift Stool	238.95	262.85	334.55	_____
____	N71046	Gray Gaslift Chair w/Arms ..	206.50	227.15	289.10	_____
____	N71045	Gray Gaslift Chair	177.05	194.75	247.85	_____
____	N71044	Executive Chair	294.95	324.45	412.95	_____
____	N71089	Black Diamond Side Chair..	113.55	124.90	158.95	_____
____	N71090	Black Diamond Arm Chair..	135.00	148.50	189.00	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CHAIRS						
____	N71088	Black Diamond Stool	169.65	186.60	237.50	_____
____	C210108	Limerick® Chair..... by Herman Miller	67.75	74.55	94.85	_____
____	C210109	Limerick® Stool..... by Herman Miller	112.35	123.60	157.30	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
LOUNGE SEATING						
____	N73091	Signature Loveseat	626.85	689.55	877.60	_____
____	N71093	Signature Chair	390.85	429.95	547.20	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES						
____	N72026	Cherry Cocktail Table.....	177.05	194.75	247.85	_____
____	N72027	Cherry End Table.....	147.45	162.20	206.45	_____
____	N72015	Glass Conference Table.....	206.50	227.15	289.10	_____
	<input type="checkbox"/>	Black	<input type="checkbox"/>	Chrome		
____	N72028	Metro Slate Cocktail Table...	162.30	178.55	227.20	_____
____	N72029	Metro Slate End Table.....	147.45	162.20	206.45	_____
____	C115103	Studio Black Cocktail Table.	110.60	121.65	154.85	_____
____	C115104	Studio Black End Table.....	81.10	89.20	113.55	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES						
____	N72066	Black-top Mini 18"W x 18"H	118.00	129.80	165.20	_____
____	N72069	Black-top Cafe 24"W x 30"H ...	193.90	213.30	271.45	_____
____	N72070	Black-top Bistro 24"W x 42"H	193.90	213.30	271.45	_____
____	N72067	Black-top Café Table 36"x30".	193.90	213.30	271.45	_____
____	N72068	Black-top Bistro 36"W x 42"H ..	193.90	213.30	271.45	_____
Pedestal Tables - SoHo Series						
____	N72063	Café Table 30"W x 30"H	184.35	202.80	258.10	_____
____	N72064	Café Table 36"W x 30"H	184.35	202.80	258.10	_____
____	N720163	Bistro Table 30"W x 42"H	184.35	202.80	258.10	_____
____	N720164	Bistro Table 36"W x 42"H	184.35	202.80	258.10	_____
Pedestal Tables - Chelsea Series - Butcher Block Top						
____	N72093	Milano Table/Blonde Top	398.20	438.00	557.50	_____
____	N72092	Milano Table/Black Top	398.20	438.00	557.50	_____
____	N72094	Luna Table/Black Top	589.95	648.95	825.95	_____
____	N720191	Hemingway Writing Table	368.80	405.70	516.30	_____
____	N74061	Cherry Desk 5'	506.85	557.55	709.60	_____
____	N74065	Cherry Bookcase	181.05	199.15	253.45	_____
____	N74064	Cherry Credenza	383.70	422.05	537.20	_____
____	N74071	Oak Desk 5'	506.85	557.55	709.60	_____
____	N74075	Oak Bookcase	181.05	199.15	253.45	_____
____	N74074	Oak Credenza	383.70	422.05	537.20	_____
OFFICE FURNITURE						
____	N72056	Display Counter.....	368.80	405.70	516.30	_____
____	N75079	Orion Computer Kiosk.....	368.80	405.70	516.30	_____
____	N75030	Black Display Cube/Small....	206.50	227.15	289.10	_____
____	N75031	Black Display Cube/Medium....	243.35	267.70	340.70	_____
____	N75032	Black Display Cube/Large.....	280.20	308.20	392.30	_____
DISPLAY FURNITURE						
____	N75020	Black Display Cylinder/Low.	191.75	210.95	268.45	_____
____	N75021	Black Display Cylinder/Med.	228.60	251.45	320.05	_____
____	N75022	Black Display Cylinder/Lg....	265.50	292.05	371.70	_____
Display Cylinders						

Remember to select a color for items
with checkboxes. A color will be
selected for you if not indicated.

Take advantage of the Online price
by ordering at www.freemanco.com/store
before OCTOBER 05, 2015

FREEMAN
furnishing essentials

NASGW 2015 ANNUAL MEETING & EXPO / OCTOBER 28 - 30, 2015

NAME OF SHOW:

COMPANY NAME:

BOOTH::

BOOTH SIZE:

X

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (504) 731-6137 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY FURNITURE (continued)						
Draped Tables - Tables are 30" wide						
		□ Black □ Blue □ Brown □ Dark Green □ Flax				
		□ Gold □ Gray □ Plum □ Red □ White				
____	C130330	Draped Table 3'L x 30"H	108.75	119.65	152.25	_____
____	C130430	Draped Table 4'L x 30"H	123.65	136.00	173.10	_____
____	C130630	Draped Table 6'L x 30"H	178.95	196.85	250.55	_____
____	C130830	Draped Table 8'L x 30"H	190.00	209.00	266.00	_____
____	C1240463	4th Side Drape 6'L x 30"H...	36.85	40.55	51.60	_____
____	C1240483	4th Side Drape 8'L x 30"H...	36.85	40.55	51.60	_____
____	C130342	Draped Counter 3'L x 42"H	144.80	159.30	202.70	_____
____	C130442	Draped Counter 4'L x 42"H	179.25	197.20	250.95	_____
____	C130642	Draped Counter 6'L x 42"H	181.05	199.15	253.45	_____
____	C130842	Draped Counter 8'L x 42"H	209.95	230.95	293.95	_____
____	C1240464	4th Side Drape 6'L x 42"H..	36.85	40.55	51.60	_____
____	C1240484	4th Side Drape 8'L x 42"H..	36.85	40.55	51.60	_____
Undraped Tables - Tables are 30" wide						
____	C131330	Undraped Table 3'L x 30"H..	50.60	55.65	70.85	_____
____	C131430	Undraped Table 4'L x 30"H..	56.85	62.55	79.60	_____
____	C131630	Undraped Table 6'L x 30"H..	65.15	71.65	91.20	_____
____	C131830	Undraped Table 8'L x 30"H..	72.40	79.65	101.35	_____
____	C131342	Undraped Counter 3'Lx42"H	72.40	79.65	101.35	_____
____	C131442	Undraped Counter 4'Lx42"H	86.90	95.60	121.65	_____
____	C131642	Undraped Counter 6'Lx42"H	101.40	111.55	141.95	_____
____	C131842	Undraped Counter 8'Lx42"H	115.80	127.40	162.10	_____
Table Top Corrugated Risers - Risers are 8" wide						
____	C1504100	Black 4'L x 7"H				
		Corrugated Riser.....	29.25	32.20	40.95	_____
____	C1504101	White 4'L x 7"H				
		Corrugated Riser.....	29.25	32.20	40.95	_____
____	C1506100	Black 6'L x 7"H				
		Corrugated Riser.....	34.25	37.70	47.95	_____
____	C1506101	White 6'L x 7"H				
		Corrugated Riser.....	34.25	37.70	47.95	_____
____	C1508100	Black 8'L x 7"H				
		Corrugated Riser.....	39.50	43.45	55.30	_____
____	C1508101	White 8'L x 7"H				
		Corrugated Riser.....	39.50	43.45	55.30	_____
ACCESSORIES						
____	C220121	Chrome Stanchion w/belt ..	122.95	135.25	172.15	_____
____	C220118	Chrome Sign Holder	88.45	97.30	123.85	_____
____	N750135	Round Literature Rack	191.75	210.95	268.45	_____
____	N750136	Flat Literature Rack	162.30	178.55	227.20	_____
____	C220109	Chrome Coat Tree	59.05	64.95	82.65	_____
____	C220134	Chrome Easel	44.20	48.60	61.90	_____
____	C220110	Chrome Bag Rack	95.85	105.45	134.20	_____
____	220107	Wastebasket	27.95	30.75	39.15	_____
____	220106	Corrugated Wastebasket....	21.35	23.50	29.90	_____
____	N75057	Small Refrigerator	405.65	446.20	567.90	_____
____	N75052	Black Table Lamp	95.85	105.45	134.20	_____
____	N74082	File Cabinet/2 Drawer	115.80	127.40	162.10	_____
____	N74081	File Cabinet/4 Drawer	144.80	159.30	202.70	_____
____	10201484	Bulletin Board	196.35	216.00	274.90	_____
Special Drapes						
		□ Black □ Blue □ Brown □ Dark Green □ Flax				
		□ Gold □ Gray □ Plum □ Red □ White				
____	12103	Special Drape 3'H (per ft.) ..	17.70	19.45	24.80	_____
____	12108	Special Drape 8'H (per ft.) ...	22.25	24.50	31.15	_____
TOTAL COST						
		+ _____		= _____		
		Sub-Total		11 % Tax		Total Cost

*Remember to select a color for items
with checkboxes. A color will be
selected for you if not indicated.*



SELECT furnishings

seating

Sit back and relax – your search for comfortable seating is over. Choose from a sleek selection of sofas, loveseats and chairs that are sure to take your exhibit design to the next level.

naples



chair

Black Leather
36" L 30" D 28" H – 810119



loveseat

Black Leather
62" L 30" D 28" H – 830120

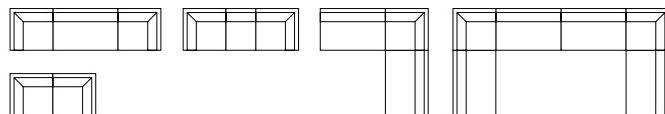


sofa

Black Leather
87" L 30" D 28" H – 830119

heathrow

possible configurations:



armless chair

Black Leather
24" L 24" D 28" H – 810116



corner chair

Black Leather
24" L 24" D 28" H – 810117

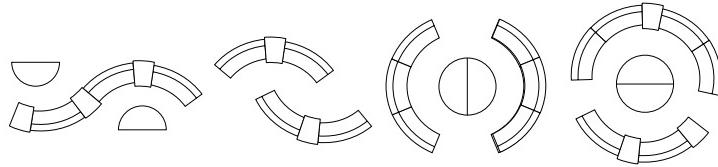


sofa

Black Leather
48" L 24" D 28" H – 830116

south beach

possible configurations (featuring the half round ottomans from page 5):

**sofa**

Platinum Suede
69"L 29"D 33"H – 8301

ottoman

Platinum Suede
25"L 31"D 18"H – 8151

key west**loveseat**

Black Fabric
57"L 35"D 33"H – 8307

sofa

Black Fabric
85"L 35"D 33"H – 8306

tub chair

Black Fabric
31"L 31"D 31"H – 8103

seating



allegro

chair*Blue Fabric*

36" L 34.5" D 30" H – 81019

sofa*Blue Fabric*

73" L 34.5" D 29.5" H – 83015



tangiers

chair*Beige Fabric*

34" L 37" D 36" H – 810118

sofa*Beige Fabric*

78" L 37" D 36" H – 830118



roma

chair*White Vinyl*

37" L 31" D 33" H – 81020

sofa*White Vinyl*

78" L 31" D 33" H – 83016



casual seating

Look no further for a great variety of informal, modern seating options. Here you will find chairs, sofas, stools, ottomans – even sophisticated bar sets – that turn exhibits into destinations.

ottomans

endless square

Black Leather – 815123
White Leather – 815122
 34”L 34”D 15”H



half round ottoman

White Leather – 81514
Black Leather – 81513
 72”L 36”D 17”H



ottoman bench

Black Leather – 815121
White Leather – 815120
 60”L 20”D 18”H



leather cube

Black Leather – 81512
White Leather – 81511
 17”L 17”D 18”H



edge LED cube

High Density Plastic
 20”L 20”D 20”H – 81526



ottomans

vibe cube

Blue Vinyl – 81518

Pink Vinyl – 81520

Red Vinyl – 81519

Yellow Vinyl – 81517

Orange Vinyl – 81525

18”L 18”D 18”H



occasional chairs

madrid chair

Black Leather/Chrome

30”L 30”D 31”H – 8102



madrid chair

White Leather/Chrome

30”L 30”D 31”H – 810816



meeting chair (espresso)

Bonded Leather/Wood Legs

25.5”L 23.5”D 34”H – 810835



meeting chair (taupe)

Microfiber/Wood Legs

25.5”L 23.5”D 34”H – 810836



occasional chairs

t-vac chair

Translucent/Chrome Legs
25"L 23"D 30"H – 8101



swanson chair

White Vinyl
28"L 25"D 18"H – 810875



ICE side chair

Transparent/Chrome Legs
17.25"L 20"D 32"H – 810814



fusion chair (black/white)

White/Black High Density Plastic
19"L 21"D 32"H – 810838



christopher chair

White Vinyl/Chrome
17"L 19"D 35"H – 810846



iso mesh pull-up chair

Black Vinyl/Black Steel
26"L 24"D 38"H – 810707



occasional chairs

razor armless chair

High Density Plastic

15.38" L 15.5" D 30.5" H – 810837



new york chair

Onyx/Maple Wood/Chrome

23" L 32" D 33" H – 81090



panton chair

White Plastic

20" L 24" D 33" H – 81017



jetson chair

Black Vinyl/Black Steel

19" L 18" D 31" H – 810702



madden chair

Light Gray Vinyl

27" L 32" D 33" H – 810843



wendy chair

Clear Acrylic

15" L 19.7" D 35.8" H – 810847



occasional chairs

berlin stack chair

*White & Red Plastic/Chrome – 810811
White & Black Plastic/Chrome – 810810
18”L 22”D 32”H*



conference chairs

luxor executive chair

*Black Leather
27”L 28”D 47”H
Adjustable – 810807*



labrea chair

*Charcoal Gray Fabric
35”L 27”D 40”H – 810874*



pro executive chair

*White Vinyl
27.5”L 27.5”D 45.7”H – 810844*



perth highback chair

*Black Leather/Chrome
23”L 21”D 43”H
Adjustable – 810813*



conference chairs

altura conference/ guest chair

Black Fabric/Black Steel
25" L 20" D 34" H – 81063



altura junior executive chair

Black Fabric
25" L 25" D 37" H
Adjustable – 81073



flex chair

Black Plastic/Chrome
24" L 22" D 31" H – 81018



bars & barstools

lift barstool

Gray Vinyl/Chrome
15" Round 23-33.5" H
Adjustable – 810842



ICE barstool

Transparent/Chrome Legs
16.75" L 16" D 37.75" H – 810815

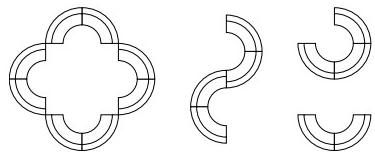


bars & barstools

martini bar

*Gray metal rounded bar with frosted glass top and chrome legs
67" L 50"D 47"H – Radius 76.5" – 8501*

possible configurations:



lift hydraulic barstool

*Gray Fabric/Chrome – 810872
Red Fabric/Chrome – 810873
Black Fabric/Chrome – 810871
White Fabric/Chrome – 810870
15" Round 23-33.5"H Adjustable*



Tables in coordinating colors are available upon request.

bars & barstools

oslo barstool

*Blue Plastic/Chrome – 810200
White Plastic/Chrome – 810201
17”L 20”D 30”H*



banana barstool

*White Vinyl/Chrome – 810103
Black Vinyl/Chrome – 810104
21”L 22”D 30”H*



jetson barstool

*Black Vinyl/Black Steel
18”L 19”D 29”H – 810706*



zoey barstool

*White Vinyl/Chrome – 810840
Black Vinyl/Chrome – 810834
15”L 17”D 31-35”H*



gin barstool

*Maple Wood/Chrome
16”L 16”D 29”H – 810505*



shark swivel barstool

*White Plastic/Chrome
22”L 19”D 34-44”H
Adjustable – 810202*



tables

Bring professionalism to the table with our sleek variety of surfaces and tabletops.
Choose from modern glass tops and more.

occasional end & cocktail tables

mosaic table (set of 3)

Metal/Wood – 820846

12”L 14”D 16”H

16.5”L 15”D 18”H

20.5”L 16”D 20”H



candy table

White Plastic/Black Laminated

18”L 18”D 18”H – 82056



aura round table

White Metal

15” Round 22”H – 820844



edge LED lighted table

White Plastic/Clear Acrylic

20”L 20”D 20”H – 82057



occasional end & cocktail tables



silverado

end table

Tempered Glass/Painted Steel
24" Round 22"H – 82015



inspiration

end table

Tempered Glass/Painted Steel
24"L 28"D 22"H – 82023



geo

end table

Glass/Black Steel – 82025
Glass/Chrome – 82035
26"L 26"D 20"H



sydney

end table

Black Laminate/Brushed Steel – 82054
White Laminate/Brushed Steel – 82055
27"L 23"D 22"H



conference tables

nova white oval table

White Laminate/Chrome

71" L 35.5" D 29" H – 82060



geo conference table

Glass/Black Steel – 82041

Glass/Chrome – 82051

60" L 36" D 29" H



communal table (maple with grommets)

Laminate/Metal

72" L 26" D 30" H – 82058

72" L 26" D 42" H – 82059



manhattan table

Glass/Black Steel

42" Round 29" H – 82033



communal table (maple)

Laminate/Metal

72" L 26" D 30" H – 82067

72" L 26" D 42" H – 82068



communal table (white)

Laminate/Metal

72" L 26" D 30" H – 82063

72" L 26" D 42" H – 82066



conference tables

42" round white conference table

White Laminate

42" Round – 820708



computer / desk / table

work desk

White Powder Coat

48" L 24" D 30" H – 820706



merlin table

Gray Laminate

46" L 29" D 30" H – 820707



rustique

Want to stand out from the crowd? Our new Rustique collection consisting of tables, chairs and barstools can add texture, style and charm to any space.

e table

Wood

15.5" L 27.5" D 21" H – 820845

Some configurations require two tables. Only one table per order.

possible configurations:



rustique chair with arms

Gunmetal

20" L 18" D 31" H – 810841



rustique barstool

Gunmetal

13" L 13" D 30" H – 810839



timber table

Wood

16" Round 27.5" D 17" H – 820843



product display

etagere

Black – 850604

Silver – 850605

30”L 16”D 70”H



locking door pedestal

Black Laminate

24”L 24”D 42”H – 85078



lighting

mason table lamp*

White/Brushed Silver

16” Round 26”H – 850707



mason floor lamp*

White/Brushed Silver

18” Round 55”H – 850708



refrigerators

refrigerator*

White

14.0 cubic feet

20”L 30”D 65”H – 8503001



*Electrical power must be ordered separately.

tablet stand

mobile tablet stand

White – 850714

Black – 850715

14”L 13”D 44.5”H

The Mobile Tablet Stand will adjust to fit any tablet with dimensions of at least 6.75”x9.375” but not larger than 8.5”x12.5”, including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.



tablet stand accessories

brochure holder*

Black – 850711

8.625”L 1.1”D 11.325”H



wireless printer holder*

Black – 850712

3.3”L 1.9”D 5.28”H



charging shelf*

Black – 850713

14.85”L 7.17”D 1”H



*To be ordered with the tablet stand.

F R E E M A N

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(504) 731-6137 Fax: (469) 621-5612
freemanneworleans@freemanco.com

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DEADLINE DATE**

OCTOBER 05, 2015

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **NASGW 2015 ANNUAL MEETING & EXPO / OCTOBER 28 - 30, 2015**

COMPANY NAME:	BOOTH #:	BOOTH SIZE:	X
CONTACT NAME :	PHONE #:		
E-MAIL ADDRESS :			

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SEATING						
Naples Group - Black Leather						
	810119	Chair.....	440.20	484.20	616.30	_____
	830120	Loveseat.....	591.75	650.95	828.45	_____
	830119	Sofa.....	655.20	720.70	917.30	_____
Heathrow Group -Black Leather						
	810116	Armless Chair.....	333.75	367.15	467.25	_____
	810117	Corner Chair.....	389.05	427.95	544.65	_____
	830116	Sofa.....	565.10	621.60	791.15	_____
South Beach Group - Platinum Suede						
	8301	Sofa.....	587.00	645.70	821.80	_____
	8151	Ottoman.....	247.45	272.20	346.45	_____
Key West Group - Black Fabric						
	8307	Loveseat.....	459.90	505.90	643.85	_____
	8306	Sofa.....	509.15	560.05	712.80	_____
	8103	Tub Chair.....	353.65	389.00	495.10	_____
Allegro Group - Blue Fabric						
	81019	Chair.....	463.70	510.05	649.20	_____
	83015	Sofa.....	740.15	814.15	1,036.20	_____
Tangiers Group - Beige Fabric						
	810118	Chair.....	391.05	430.15	547.45	_____
	830118	Sofa.....	546.70	601.35	765.40	_____
Roma Group - White Vinyl						
	81020	Chair.....	519.00	570.90	726.60	_____
	83016	Sofa.....	795.55	875.10	1,113.75	_____

CASUAL SEATING

Ottomans						
	815123	Endless Square - Black Leather.....	282.55	310.80	395.55	_____
	815122	Endless Square - White Leather.....	282.55	310.80	395.55	_____
	815121	Bench - Black Leather.....	339.90	373.90	475.85	_____
	815120	Bench - White Leather.....	339.90	373.90	475.85	_____
	81513	Half Round - Black Leather.....	353.65	389.00	495.10	_____
	81514	Half Round - White Leather.....	353.65	389.00	495.10	_____
Cubes						
	81518	Vibe - Blue Vinyl.....	131.90	145.10	184.65	_____
	81520	Vibe - Pink Vinyl.....	131.90	145.10	184.65	_____
	81519	Vibe - Red Vinyl.....	131.90	145.10	184.65	_____
	81517	Vibe - Yellow Vinyl.....	131.90	145.10	184.65	_____
	81525	Vibe - OrangeVinyl.....	131.90	145.10	184.65	_____
	81511	Leather Cube - White Leather.....	98.40	108.25	137.75	_____
	81512	Leather Cube - Black Leather.....	98.40	108.25	137.75	_____
	81526	Edge LED Cube - High Density Plastic.....	176.55	194.20	247.15	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING						

Occasional Chairs

8102	Madrid Chair - Black Leather.....	733.80	807.20	1,027.30	_____
810816	Madrid Chair - White Leather.....	733.80	807.20	1,027.30	_____
810835	Meeting Chair (Espresso).....	177.70	195.45	248.80	_____
810836	Meeting Chair (Taupe).....	233.15	256.45	326.40	_____
8101	T-vac Chair - Translucent/Chrome	275.90	303.50	386.25	_____
810875	Swanson Chair - White Vinyl.....	239.55	263.50	335.35	_____
810814	ICE Side Chair - Transparent/Chrome.....	186.60	205.25	261.25	_____
810838	Fusion Chair Black/White.....	128.45	141.30	179.85	_____
810846	Christopher Chair - White Vinyl/Chrome.....	110.55	121.60	154.75	_____
810707	ISO Mesh Pull-up Chair - Black Vinyl/Black Steel....	269.50	296.45	377.30	_____
810837	Razor Armless Chair.....	47.80	52.60	66.90	_____
81090	New York Chair - Onyx/Maple Wood/Chrome.....	167.10	183.80	233.95	_____
81017	Panton Chair - White Plastic.....	169.70	186.65	237.60	_____
810702	Jetson Chair - Black Vinyl/Black Steel.....	167.10	183.80	233.95	_____
810843	Madden Chair - Light Gray Vinyl.....	405.40	445.95	567.55	_____
810847	Wendy Chair - Clear Acrylic.....	108.50	119.35	151.90	_____
810811	Berlin Stack Chair - White & Red Plastic/Chrome.....	95.85	105.45	134.20	_____
810810	Berlin Stack Chair - White & Black Plastic/Chrome...	95.85	105.45	134.20	_____

Conference Chairs

810807	Luxor Executive Chair - Black Leather.....	375.70	413.25	526.00	_____
810874	Labrea Chair - Charcoal Gray Fabric.....	282.55	310.80	395.55	_____
81018	Flex Chair - Black Plastic/Chrome.....	138.60	152.45	194.05	_____
81063	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	283.65	312.00	397.10	_____
810813	Perth Highback Chair - Black Leather/Chrome.....	406.20	446.80	568.70	_____
81073	Altura Junior Executive Chair - Black Fabric.....	310.85	341.95	435.20	_____
810844	Pro Executive Chair - White Vinyl.....	246.65	271.30	345.30	_____

Bars & Bar Stools

8501	Martini Bar - Gray metal rounded bar with frosted glass top and chrome legs.....	1,238.40	1,362.25	1,733.75	_____
810872	Lift Hydraulic Barstool - Gray Vinyl/Chrome.....	145.35	159.90	203.50	_____
810873	Lift Hydraulic Barstool - Red Vinyl/Chrome.....	145.35	159.90	203.50	_____
810871	Lift Hydraulic Barstool - Black Vinyl/Chrome.....	145.35	159.90	203.50	_____
810870	Lift Hydraulic Barstool - White Vinyl/Chrome.....	145.35	159.90	203.50	_____
810202	Shark Swivel Barstool - White Plastic/Chrome.....	310.60	341.65	434.85	_____
810103	Banana Barstool - White Vinyl/Chrome.....	168.40	185.25	235.75	_____
810104	Banana Barstool - Black Vinyl/Chrome.....	168.40	185.25	235.75	_____
810815	ICE Barstool - Transparent/Chrome.....	206.35	227.00	288.90	_____
810505	Gin Barstool - Maple Wood/Chrome.....	149.00	163.90	208.60	_____
810706	Jetson Barstool - Black Vinyl/Black Steel.....	233.20	256.50	326.50	_____
810200	Oslo Barstool - Blue Plastic/Chrome.....	212.45	233.70	297.45	_____
810201	Oslo Barstool - White Plastic/Chrome.....	212.45	233.70	297.45	_____
810840	Zoey Barstool - White Vinyl/Chrome.....	272.30	299.55	381.20	_____
810834	Zoey Barstool - Black Vinyl/Chrome.....	272.30	299.55	381.20	_____
810842	Lift Barstool - Gray Vinyl/Chrome.....	135.15	148.65	189.20	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES						
Occasional End & Cocktail Tables						
_____	820846	Mosaic Table (set of 3) - Metal/Wood.....	182.25	200.50	255.15	_____
_____	820844	Aura Round Table - White Metal.....	116.70	128.35	163.40	_____
_____	82056	Candy Table - White Plastic/Black Laminated.....	152.45	167.70	213.45	_____
_____	82057	Edge LED Lighted Table-White Plastic/Clear Acrylic	176.55	194.20	247.15	_____
_____	82015	Silverado End Table - Tempered Glass/Painted Steel.....	226.75	249.45	317.45	_____
_____	82014	Silverado Table - Tempered Glass/Painted Steel.....	240.90	265.00	337.25	_____
_____	82025	Geo End Table - Glass/Black Steel.....	204.70	225.15	286.60	_____
_____	82035	Geo End Table - Glass/Chrome.....	204.70	225.15	286.60	_____
_____	82024	Geo Table - Glass/Black Steel.....	226.75	249.45	317.45	_____
_____	82034	Geo Table - Glass/Chrome	226.75	249.45	317.45	_____
_____	82023	Inspiration End Table - Tempered Glass/Painted Steel.....	261.65	287.80	366.30	_____
_____	82022	Inspiration Table - Tempered Glass/Painted Steel....	275.90	303.50	386.25	_____
_____	82054	Sydney End Table - Black Laminate/Brushed Steel..	211.15	232.25	295.60	_____
_____	82055	Sydney End Table - White Laminate/Brushed Steel..	211.15	232.25	295.60	_____
_____	82052	Sydney Table - Black Laminate/Brushed Steel.....	255.25	280.80	357.35	_____
_____	82053	Sydney Table - White Laminate/Brushed Steel.....	255.25	280.80	357.35	_____
Conference Tables						
_____	82060	Nova White Oval Table - White Laminate/Chrome....	531.70	584.85	744.40	_____
_____	82033	Manhattan Table - Glass/Black Steel.....	270.80	297.90	379.10	_____
_____	82041	Geo Conference Table - Glass/Black Steel.....	382.15	420.35	535.00	_____
_____	82051	Geo Conference Table - Glass/Chrome.....	382.15	420.35	535.00	_____
_____	82058	Communal Table 30"H (Maple with Grommets).....	439.50	483.45	615.30	_____
_____	82059	Communal Table 42"H (Maple with Grommets).....	615.45	677.00	861.65	_____
_____	82067	Communal Table 30"H Maple.....	439.50	483.45	615.30	_____
_____	82068	Communal Table 42"H Maple.....	615.45	677.00	861.65	_____
_____	82063	Communal Table 30"H White.....	439.50	483.45	615.30	_____
_____	82066	Communal Table 42"H White.....	615.45	677.00	861.65	_____
_____	820708	42" Round White Conference Table-White Laminate	366.50	403.15	513.10	_____
Computer Desk/Tables						
_____	820706	Work Desk - White Powder Coat.....	315.30	346.85	441.40	_____
_____	820707	Merlin Table - Gray Laminate.....	329.65	362.60	461.50	_____
RUSTIQUE COLLECTION						
_____	820845	Rustique E Table.....	153.55	168.90	214.95	_____
_____	810841	Rustique Chair with Arms.....	110.55	121.60	154.75	_____
_____	810839	Rustique Barstool.....	110.55	121.60	154.75	_____
_____	820843	Rustique Timber Table.....	131.05	144.15	183.45	_____

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NAME OF SHOW: **NASGW 2015 ANNUAL MEETING & EXPO / OCTOBER 28 - 30, 2015**

COMPANY NAME:	BOOTH #:	BOOTH SIZE:	X
CONTACT NAME :	PHONE #:		
E-MAIL ADDRESS :			

For Assistance, please call (504) 731-6137 to speak with one of our experts.

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PRODUCT DISPLAYS, TABLET STANDS & MORE

Product Display

850604	Etagere - Black.....	279.75	307.75	391.65	_____
850605	Etagere - Pewter.....	279.75	307.75	391.65	_____
85078	Locking Door Pedestal - Black Laminate.....	417.05	458.75	583.85	_____

Refrigerator

8503001	Refrigerator - White.....	700.90	771.00	981.25	_____
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Lighting

850707	Mason Table Lamp - White/Brushed Silver.....	144.65	159.10	202.50	_____
850708	Mason Floor Lamp - White/Brushed Silver.....	214.85	236.35	300.80	_____

Tablet Stand

850714	Mobile Tablet Stand - White.....	268.20	295.00	375.50	_____
850715	Mobile Tablet Stand - Black.....	268.20	295.00	375.50	_____

Tablet Stand Accessories

850711	Brochure Holder - Black.....	26.60	29.25	37.25	_____
850712	Wireless Printer Holder - Black.....	26.60	29.25	37.25	_____
850713	Charging Shelf - Black.....	26.60	29.25	37.25	_____

FREEMAN
select furnishings

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TOTAL COST

+ _____ = _____

Sub-Total

11% Tax

Total Cost

FREEMAN

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(504) 731-6137 • Fax: (469) 621-5612
FreemanNewOrleansES@freemanco.com

**ONLINE PRICE &
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COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

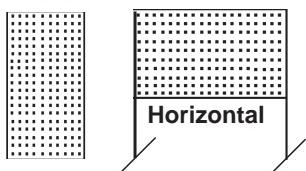
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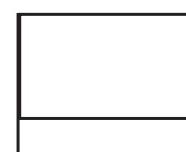
ACCESSORIES

PERFBOARD - SINGLE SIDED

Vertical



BULLETIN BOARD



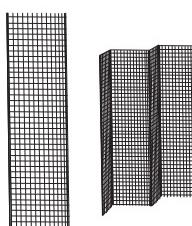
CHROME GARMENT RACK



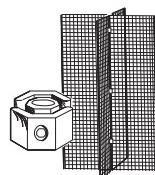
SMALL TICKET TUMBLER



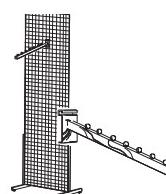
2' x 8' GRID PANELS



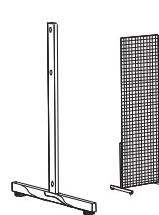
4 WAY CONNECTORS



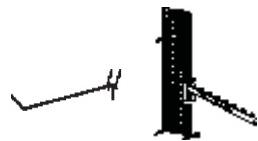
7-Ball WATERFALL



GRID LEGS



PERFBOARD HOOKS AND ACCESSORIES



REVOLVING LITERATURE RACK



2-WAY STRAIGHT ARM



4-WAY SLANT ARM



Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total	Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total													
PERFBOARD / BULLETIN BOARDS																										
Please indicate for Perfboard																										
	<input type="checkbox"/> Horizontal	<input type="checkbox"/> Vertical						10406	Garment Rack.....	107.55	118.30	150.55														
10201280	2'x8'-Perfboard/Single Sided..	103.25	113.60	144.55			15905	Fish Bowl.....	36.95	40.65	51.75															
10201480	4'x8'-Perfboard/Single Sided..	196.35	216.00	274.90			159011	Ticket Tumbler - small.....	111.05	122.15	155.45															
10201484	4'x8'-Bulletin Board/Horz.....	196.35	216.00	274.90			10404	4-way Slant Arm.....	132.65	145.90	185.70															
1020410	4' x 10" Perfboard Shelf	73.60	80.95	103.05			10402	2-way Straight Arm.....	110.60	121.65	154.85															
102021	Straight Hook90	1.00	1.25			108020	Revolving Literature Rack.....	184.35	202.80	258.10															
102022	Loop Hook.....	1.10	1.20	1.55			ACCESSORIES																			
102023	Single Hook.....	2.30	2.55	3.20			GRIDS																			
10204	Double Hook	3.25	3.60	4.55			103028	Chrome Grid.....	129.80	142.80	181.70			103029	Grid Legs.....	18.65	20.50	26.10								
							10307	7-Ball Waterfall (for grids).....	18.50	20.35	25.90			103030	4 Way Grid Connectors.....	11.25	12.40	15.75								

TOTAL COST

Sub-Total _____ + Tax (11%) _____ = TOTAL _____

Take advantage of the Online price
by ordering at www.freemanco.com/store
by OCTOBER 5, 2015

Don't see what you need?
Please call Exhibitor Services at 504-731-6137

313504

FREEMAN accessories

Freeman Showcases



Full Vision

Description

- Fluorescent lighting
- Sliding doors with lock (no mirrors)
- Solid Sides
- Matte white
- Closed storage area in half and quarter vision cases.
- Available in 4', 5', and 6' lengths and corner cases.
- Showcases are available in full, half, and quarter vision.
- Corner cases are available in half and quarter vision only.



Half Vision

Description

- Fluorescent lighting
- Sliding doors with lock (no mirrors)
- Solid Sides
- Matte white
- Closed storage area in half and quarter vision cases.
- Available in 4', 5', and 6' lengths and corner cases.
- Showcases are available in full, half, and quarter vision.
- Corner cases are available in half and quarter vision only.



Quarter Vision

Description

- Fluorescent lighting
- Sliding doors with lock (no mirrors)
- Solid Sides
- Matte white
- Closed storage area in half and quarter vision cases.
- Available in 4', 5', and 6' lengths and corner cases.
- Showcases are available in full, half, and quarter vision.
- Corner cases are available in half and quarter vision only.



Half Vision Corner

Description

- Fluorescent lighting
- Sliding doors with lock (no mirrors)
- Solid Sides
- Matte white
- Closed storage area in half and quarter vision cases.
- Showcases are available in full, half, and quarter vision.
- Corner cases are available in half and quarter vision only.



Wall Case

Finishes

- White

Description

- Sliding glass doors
- 8 Adjustable glass half shelves
- Lights
- Dimensions:
 - Height: 80 in
 - Width: 70 in
 - Depth: 19 in



Description

- 6" Canopy with 2 Halogen lights
- 3 Adjustable glass shelves
- Hinged frame door with lock
- Clear glass on 4 sides
- 80" high x 20" deep x 20" wide
- 54" glass display
- aluminum frame / white formica

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New Orleans, LA 70123
(504) 731-6137 • Fax: (469) 621-5612
FreemanNewOrleansES@freemanco.com

**ONLINE &
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DEADLINE DATE
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NAME OF SHOW: **NASGW 2015 ANNUAL MEETING & EXPO / OCTOBER 28 - 30, 2015**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 504-731-6137 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

SHOWCASES

<u>DESCRIPTION</u>	<u>SIZE</u>	<u>QTY.</u>	<u>PART#</u>	<u>ONLINE PRICE</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
FULL VISION CASE							
Matte white	4 FT.	____	101043	\$542.05	\$596.25	\$758.85	\$_____
	6 FT.	____	101061	\$542.05	\$596.25	\$758.85	\$_____
HALF VISION CASE							
Matte white	4 FT.	____	101042	\$542.05	\$596.25	\$758.85	\$_____
	6 FT.	____	101060	\$542.05	\$596.25	\$758.85	\$_____
QUARTER VISION CASE							
Matte white	4 FT.	____	101044	\$542.05	\$596.25	\$758.85	\$_____
	6 FT.	____	101062	\$542.05	\$596.25	\$758.85	\$_____
CORNER VISION CASE							
Matte white and available in half or quarter view	HALF	____	101090	\$662.55	\$728.80	\$927.55	\$_____
	QUARTER	____	101092	\$662.55	\$728.80	\$927.55	\$_____
WALL CASE							
Dimensions are 80"Hx19"Dx70"W	SOLID	____	1010203	\$686.65	\$755.30	\$961.30	\$_____
TOWER CASE							
Dimensions are 80"Hx20"Dx20"W	TOWER	____	1010200	\$710.75	\$781.85	\$995.05	\$_____

SUBTOTAL \$_____
TAX (11%) \$_____
TOTAL COST \$_____

- **Include the Freeman Method of Payment form with your order.**
- All showcases have lights, locks, sliding doors, white exterior, and aluminum frames
- All keys must be left with showcase or a charge of \$10.00 will be assessed.
- Electrical hook-up is **NOT** included.
- Please order electrical hook-up service from the electrical contractor.

Custom sizes may be available. Call 504-731-6137 for additional options.

FREEMAN showcases



carpet

When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers several color options in both Classic and Prestige carpet designed to fit the requirements of your exhibit space.

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time
- All Classic and Prestige carpets contain recycled content and are recyclable
- Our carpet padding consists of 95-100% recycled urethane foam and is also 100% recyclable according the manufacturers specifications

prestige CARPET

Freeman's Prestige carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Five popular colors are available in a luxurious 40-ounce weight and all nine designer colors are available in a 28-ounce weight.

Freeman's Prestige carpet packages include new, 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

custom options

Prestige carpets can also be customized to fit your exhibit needs with unique logos, patterns and borders. Call the phone number on the Quick Facts for assistance.



black*



cardinal



charcoal*



cream



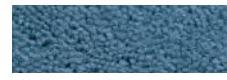
gray pearl*



navy*



toast



wedgewood



white*

***Color(s) available in both 28 oz. and 40 oz.**

Actual color(s) may vary slightly.

classic CARPET

custom cut

Freeman Classic carpet is available in a range of colors and includes delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

standard cut

Our Classic carpet comes in a variety of sizes: 9' x 10', 9' x 20', 9' x 30', 9' x 40' and larger. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



black



blue



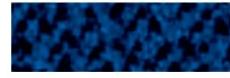
gray



green



latte



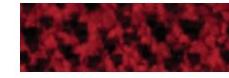
midnight blue



plum



red



red pepper



tuxedo

Actual color(s) may vary slightly.

questions?

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, visit us at www.freemanco.com.

FREEMAN

1000 Elmwood Park Blvd
New Orleans, LA 70123
(504) 731-6137 Fax: (469) 621-5612
freemanneworleanses@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
OCTOBER 05, 2015

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COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS :

For Assistance, please call (504) 731-6137 to speak with one of our experts.

- Orders received after the deadline or without payment will be charged the Standard Price and are subject to availability.
Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.

* All Classic and Prestige carpets contain recycled content and are recyclable.

For fast, easy ordering, go to www.freemanco.com/store

PRESTIGE CARPET - includes plastic covering, delivery, material handling, installation and removal

- Guaranteed new, high quality carpet available in a variety of designer colors.

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

Black Charcoal Gray Pearl Navy White

40 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)

1 - 700 sq. ft. Booth Size: _____ X _____ = _____ sq. ft. @ \$ **5.05** \$ **5.55** \$ **7.05** _____

Over 700 sq. ft. Booth Size: _____ X _____ = _____ sq. ft. @ \$ **4.65** \$ **5.10** \$ **6.50** _____

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

Black Cardinal Charcoal Cream Gray Pearl Navy Toast Wedgewood White

28 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)

1 - 700 sq. ft. Booth Size: _____ X _____ = _____ sq. ft. @ \$ **4.60** \$ **5.05** \$ **6.45** _____

Over 700 sq. ft. Booth Size: _____ X _____ = _____ sq. ft. @ \$ **4.35** \$ **4.80** \$ **6.10** _____

CUSTOM CUT CLASSIC CARPET - includes plastic covering, delivery, material handling, installation and removal

- Our Custom Cut Classic Carpeting is available in custom cut sizes, and in a variety of standard colors.

CHOOSE YOUR CARPET COLOR:

Black Blue Gray Green Latte Midnight Blue Plum Red Red Pepper Tuxedo

16 oz. Carpet Rental - Price per square foot (100 sq. ft. minimum)

Per sq. ft. Booth Size: _____ X _____ = _____ sq. ft. @ \$ **2.95** \$ **3.25** \$ **4.15** _____

CLASSIC CARPET - includes delivery, material handling, installation and removal

- Our 16 oz. Classic Carpeting is available in a variety of standard colors in the following standard sizes.

CHOOSE YOUR CARPET COLOR:

Black Blue Gray Green Latte Midnight Blue Plum Red Red Pepper Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
	9' x 10' Classic Carpet	\$ 173.90	\$ 191.30	\$ 243.45	_____
	9' x 20' Classic Carpet	\$ 347.50	\$ 382.25	\$ 486.50	_____
	9' x 30' Classic Carpet	\$ 521.35	\$ 573.50	\$ 729.90	_____
	9' x 40' Classic Carpet	\$ 695.05	\$ 764.55	\$ 973.05	_____

CARPET PADDING AND PLASTIC COVERING - includes delivery, material handling, installation and removal

Qty	Description	Online Price	Discount Price	Standard Price	Total
	9' x 10' Carpet Padding	\$ 132.30	\$ 145.55	\$ 185.20	_____
	9' x 20' Carpet Padding	\$ 264.60	\$ 291.05	\$ 370.45	_____
	9' x 30' Carpet Padding	\$ 396.90	\$ 436.60	\$ 555.65	_____
	9' x 40' Carpet Padding	\$ 529.20	\$ 582.10	\$ 740.90	_____
	Carpet Padding - 1/2" (90 - 700 sq. ft.) (price per sq. ft.)	\$ 1.45	\$ 1.60	\$ 2.05	_____
	Carpet Padding - 1/2" (Over 700 sq. ft.) (price per sq. ft.)	\$ 1.20	\$ 1.30	\$ 1.70	_____
	Plastic Covering (price per sq. ft.)	\$.35	\$.40	\$.50	_____

Our carpet padding consists of 95 -100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recycled content.

****All utility lines must be installed before carpet installation. Utilities should be ordered in advance.****

TOTAL COST

Sub- Total	+	11% Tax	=	Total Cost
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FREEMAN carpet

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E-MAIL ADDRESS _____

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CLEANING SERVICES

- Prices are based on total square footage of booth regardless of area to be cleaned.
- 100 sq. ft. minimum.
- Our exclusive cleaning contract for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service.
- Show site prices to apply on all orders placed at show site.

VACUUMING (per sq ft -100 sq ft minimum)

Qty	Part #	Description	Discount Price	Show Site Price	Total
-----	--------	-------------	----------------	-----------------	-------

- Includes emptying of your booth's wastebasket(s) at the time of vacuuming.

Up to 1500 Sq Ft.

_____	610100	Booth Vacuuming - One Time.....	0.47	0.65	_____
_____	610200	Booth Vacuuming - 2 Days.....	0.82	1.15	_____
_____	610300	Booth Vacuuming - 3 Days.....	1.09	1.55	_____

Over 1500 Sq Ft.

_____	611100	Booth Vacuuming - One Time.....	0.42	0.60	_____
_____	611200	Booth Vacuuming - 2 Days.....	0.70	1.00	_____
_____	611300	Booth Vacuuming - 3 Days.....	1.06	1.50	_____

SHAMPOOING (per sq ft -100 sq ft minimum)

Qty	Part #	Description	Discount Price	Standard Price	Total
_____	630100	Shampoo Carpet - One Time.....	0.80	1.10	_____

PORTER SERVICE (per day)

Qty	Part #	Description	Discount Price	Standard Price	Total
_____	620500	Exhibit Area / Under 500 sq. ft.....	99.70	139.60	_____

- Includes emptying of wastebaskets and policing of your exhibit area at two-hour intervals during show hours.

_____	620500	Exhibit Area / Under 500 sq. ft.....	99.70	139.60	_____
_____	6201500	Exhibit Area / 501 - 1500 sq. ft.....	116.25	162.75	_____
_____	6202500	Exhibit Area / 1501 - 2500 sq. ft.....	135.50	189.70	_____
_____	6203500	Exhibit Area / Over 2500 sq. ft.....		Call for Quote	

TOTAL COST

Sub-Total _____ + Tax (11%) _____ = TOTAL _____

FREEMAN cleaning

RENTAL exhibits



Package 1



Package 1 upgraded with graphics and cabinet



Package 2



Package 2 upgraded with graphics and cabinet



Package 3



Package 3 upgraded with graphics and cabinet



Package 4



Package 4 upgraded with graphics and cabinet



Package 5



Package 5 upgraded with graphics and cabinet



Package 6

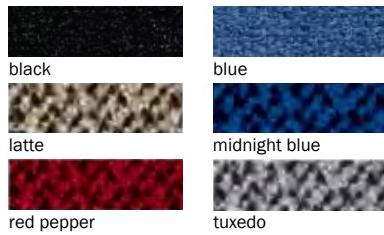


Package 6 upgraded with graphics and cabinet

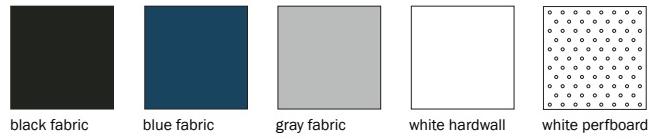
* All exhibits include: installation & dismantle of exhibit, material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

Questions? All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For fast easy ordering, go to www.freemanco.com.

Color Options - Classic Carpet



Color Options - Fabric and Hardwall Panels



Upgraded Color Options - Prestige Carpet



Questions?

All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For additional custom examples click on the link below.

**Colors available in both 28 oz. and 40 oz.*

Upgrades available for under \$500



Slatwall & Shelves



Black Metal



Graphics & Custom Logo

To view additional custom designs



Cabinets & Counters



Colored Panels



www.freemanco.com/customexhibits

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New Orleans, LA 70123
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freemanneworleans@freemanco.com

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BOOTH #:

BOOTH SIZE:

X

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

For Assistance, please call **(504) 731-6137** to speak with one of our experts.

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All Exhibits Include: installation & dismantle of exhibit, material handling of exhibit, 9' x 10' or 9' x 20' classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

To place your order, please check the appropriate box and complete the remaining selections at the bottom of the form.

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price
Package 1	<input type="checkbox"/> 10' x 10'	2,694.15	3,771.80	<input type="checkbox"/> 10' x 20'	6,053.60	8,475.05
Package 2	<input type="checkbox"/> 10' x 10'	1,768.20	2,475.50	<input type="checkbox"/> 10' x 20'	3,170.80	4,439.10
Package 3	<input type="checkbox"/> 10' x 10'	2,309.50	3,233.30	<input type="checkbox"/> 10' x 20'	4,720.75	6,609.05
Package 4	<input type="checkbox"/> 10' x 10'	3,114.05	4,359.65	<input type="checkbox"/> 10' x 20'	6,049.15	8,468.80
Package 5	<input type="checkbox"/> 10' x 10'	2,099.50	2,939.30	<input type="checkbox"/> 10' x 20'	4,058.50	5,681.90
Package 6	<input type="checkbox"/> 10' x 10'	2,134.45	2,988.25	<input type="checkbox"/> 10' x 20'	4,163.50	5,828.90

CHOOSE YOUR PANEL

Black Fabric Blue Fabric Gray Fabric White Hardwall White Perboard

CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. The following colors are available:

Check color choice

Black Blue Gray Green Latte
 Midnight Blue Plum Red Red Pepper Tuxedo

You may want to add padding or upgrade your carpet to one of our 15 designer colors in our PRESTIGE carpet line. Now available in **28 oz.** and **40 oz.** weight. Refer to our enclosed Carpet order form for color selections and pricing.

Our carpet padding consists of 95 - 100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recyclable content.

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit).

Note: Power and labor to hang the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 Watts.

Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

Indicate which color lettering you would like. We have a wide variety of standard colors available:

Black Blue Brown Burgundy PMS Color _____
 Red Teal White Dark Green Font Type _____

*Unless font type is indicated, Helvetica will be used.

Indicate exactly how you want your company name to appear:

ENHANCE YOUR EXHIBIT

Enhance your exhibit and have an Exhibitor Sales Specialist contact you for pricing by checking any of the following boxes:

Slatwall & Shelves Cabinets & Counters Specialty Colored Metal Recyclable Graphics
 Colored Panels Creating a Custom Exhibit Graphics & Custom Logo White Eco-Board

The product offered has recyclable content or has eco-friendly attributes and is 100% recyclable according to manufacturer's specifications.

TOTAL COST		
+	=	
Sub-Total	11 % Tax	Total Cost

FREEMAN rental exhibits

F R E E M A N

1000 Elmwood Park Blvd.
New Orleans, LA 70123
(504) 731-6137 • Fax: (469) 621-5612
FreemanNewOrleansES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
OCTOBER 5, 2015**

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **NASGW 2015 ANNUAL MEETING & EXPO / OCTOBER 28 - 30, 2015**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

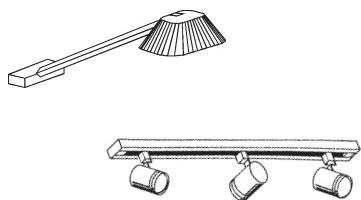
E-MAIL ADDRESS: _____

For Assistance, please call 504-731-6137 to speak with one of our experts.

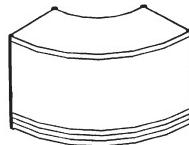
For fast, easy ordering, go to www.freemanco.com/store

ACCESSORIES FOR RENTAL UNITS

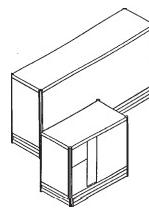
LIGHTS (use only on rentals)



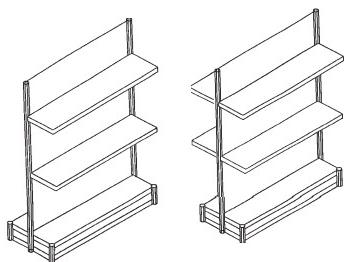
RADIUS COUNTER (does not have doors)



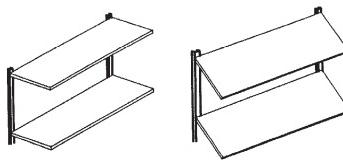
CABINETS



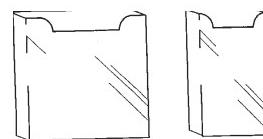
GONDOLAS



SHELVES (use only on rental exhibits)



LITERATURE POCKETS



Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES (electrical service not included)					

____ 172512 Arm Light (200w)..... 108.70 152.20
____ 172514 4' Tracklight (3 lights)..... 347.50 486.50

Qty	Part #	Description	Discount Price	Standard Price	Total
GONDOLAS					

Gondolas
 Blue Fabric Gray Fabric Perboard White PVC
____ 174541 Single Sided 1M x 4' High..... 380.15 532.20
____ 174542 Double Sided 1M x 4' High.... 532.20 745.10

OTHER SIZES AVAILABLE....QUOTED ON REQUEST

CABINETS & LOCKS

Cabinets with locks
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC
____ 17305 1M x 1/2M x 36" High..... 427.25 598.15
____ 17306 1M x 1/2M x 42" High..... 427.25 598.15
____ 17308 2M x 1/2M x 36" High..... 639.20 894.90
____ 17309 2M x 1/2M x 42" High..... 639.20 894.90
____ 173010 1M Radius x 1/2M x 36" High..... 572.05 800.85

(Radius Cabinets do not have doors)

Inside Shelves Available . . . Quoted on Request

SHELVES

____ 17201 1M Straight (37" x 12")..... 106.60 149.25
____ 17206 1M Angled (37" x 12")..... 106.60 149.25

LITERATURE POCKETS

____ 174015 For 8 1/2 x 11 Literature..... 38.10 53.35

TOTAL COST

Sub-Total _____ + *Tax (11%)* _____ = *TOTAL* _____

FREEMAN exhibit accessories

TOTALFLEX®

By Freeman



Available to rent or purchase, TotalFlex provides more options for configuring exhibits to fit your space, budget and vision. This pop-up display is versatile, lightweight, portable, durable, and needs just minutes and no tools to set up.

- Cases easily convert into a podium.
- Velcro compatible fabric panels available in a wide selection of colors.
- Compatible with shelves, lights and other innovative trade show accessories.
- Freeman can produce high-resolution digital graphics in virtually any size as well as photomural panels to enhance your exhibit's appearance.
- Available in a variety of sizes for rental or purchase, including a table top version shown below.
- All TotalFlex units include Installation & Dismantle of exhibit.

floor units

8'H x 8'W Floor Standing Unit
8'H x 10'W Floor Standing Unit

table top units

40"H x 6'W Table Top Unit
40"H x 8'W Table Top Unit



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DEADLINE DATE
OCTOBER 05, 2015**

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PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **NASGW 2015 ANNUAL MEETING & EXPO / OCTOBER 28 - 30, 2015**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (504) 731-6137 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

TABLE TOP UNIT



RENTAL		QTY	TOTAL
<u>Size</u>	<u>Discount Price</u>	<u>Standard Price</u>	
40"H x 6'W	977.45	1,368.45	_____
40"H x 8'W	1,122.25	1,571.15	_____
PURCHASE*			
<u>Size</u>	<u>Discount Price</u>	<u>Standard Price</u>	
40"H x 6'W	1,151.15	1,611.60	_____
40"H x 8'W	1,296.00	1,814.40	_____

*Shipping Not Included

Rental Units Include:

Draped Table (select color below)
Classic Carpet 9' X 10 '(select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-200 Watt Halogen Light (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:

1-Case
One Time Installation & Dismantle

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: Black Gray

Additional Fabric Panel Colors for Purchase Units Only:

Blaze Red Blueberry Emerald Silver

*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet: Black Blue Green Gray
 Latte Midnight Blue Plum Red Red Pepper Tuxedo

Table Drape:

Black Blue Brown Dark Green Flax
 Gold Gray Plum Red White

FLOOR UNIT



RENTAL		QTY	TOTAL
<u>Size</u>	<u>Discount Price</u>	<u>Standard Price</u>	
8'H x 8'W	1,585.60	2,219.85	_____
8'H x 10'W	1,875.15	2,625.20	_____
PURCHASE*			
<u>Size</u>	<u>Discount Price</u>	<u>Standard Price</u>	
8'H x 8'W	2,606.40	3,648.95	_____
8'H x 10'W	3,040.85	4,257.20	_____

*Shipping Not Included

Rental Units Include: **Purchase Units Include:**

Classic Carpet 9' X 10' (select color below) 2-Cases
Installation & Dismantle of Exhibit One Time Installation & Dismantle
Material Handling of Exhibit 1-Podium - 8'H X 10'W unit only
Nightly Vacuuming

1-Podium - 8'H X 10'W unit only

2-200 Watt Halogen Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: Black Gray

Additional Fabric Panel Colors for Purchase Units Only:

Blaze Red Blueberry Emerald Silver

*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet: Black Blue Green Gray
 Latte Midnight Blue Plum Red Red Pepper Tuxedo

• All Classic carpet contain recycled content and are recyclable.

CUSTOM GRAPHIC / PHOTO PANELS

Our custom graphic panels can dramatically enhance your exhibit's appearance.

Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

OPTIONAL ACCESSORIES

RENTAL

PURCHASE

<u>Part #</u>	<u>Description</u>	<u>Qty</u>	<u>Discount Price</u>	<u>Standard Price</u>	<u>Total</u>	<u>Qty</u>	<u>Discount Price</u>	<u>Standard Price</u>	<u>Total</u>
1715800	2-200 Watt Halogen Light Kit	_____	209.95	293.95	_____	_____	282.35	395.30	_____
1715801	1-200 Watt Halogen Light Kit	_____	108.75	152.25	_____	_____	209.95	293.95	_____
1715802	Straight Shelf	_____	79.65	111.50	_____	_____	143.35	200.70	_____
1715803	Angled Shelf	_____	79.65	111.50	_____	_____	143.35	200.70	_____

QUICK TIPS

* If shipping literature or products, material handling rates will apply.

* Order in advance to save time, money and ensure availability. Orders received after the deadline date or without payment will be charged the Standard Price.

PURCHASE UNITS TOTAL COST

$$\text{Sub-Total} + 11\% \text{ Tax} = \text{Total Cost}$$

RENTAL UNITS TOTAL COST

$$\text{Sub-Total} + 11\% \text{ Tax} = \text{Total Cost}$$



digital graphics



creating visual excitement

Quality graphics contribute significantly to the impact of your exhibit. Vivid colors and sharp images attract attention, build traffic, and communicate messages more effectively. Freeman has invested in the latest printing technology and has the skills to provide you with the finest digital graphic reproduction available.

state-of-the-art capabilities

Freeman can provide four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more. Each Freeman location has stand-alone printing capabilities, and all are supported by the Corporate Graphics Center for special requirements. Last minute repairs and replacements are handled efficiently through our nationwide resources.

superior quality control

Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis.

depth of resources

- VUTEK™ and Salsa printers provide large format, four-color, high-resolution digital printing of single and double-sided banners up to 10' wide and virtually any size with seams.
- Encad printers provide digital processing of banners up to 5' wide without seams.
- All Freeman operations use the same printers, software, ink, adhesives, and laminates for continuity.
- Seaming, grommeting, lamination, and mounting are handled in-house.
- A variety of fabrics are available, including nylon, vinyl, and mesh materials.
- Computer-aided graphic design for your assistance.

freeman specializes in the digital graphic reproduction and installation of:

- Suspended banners
- Logo reproduction
- Accent graphic photo panels
- Backlit displays and murals
- Large format signage and banners
- four-color carpet image printing

questions?

Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to www.myfreemanonline.com.

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**DISCOUNT PRICE
DEADLINE DATE
OCTOBER 05, 2015**

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NAME OF SHOW: **NASGW 2015 ANNUAL MEETING & EXPO / OCTOBER 28 - 30, 2015**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: **X**

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (504) 731-6137 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

GRAPHICS

To order your graphics, complete this order form and attach your sign copy or electronic file.

Please see artwork guidelines for electronic files on page 2 of this form.

Note: All graphics are subject to a 100% Cancellation Charge.

DIGITAL GRAPHICS

Freeman has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high-resolution digital printing virtually any size for banners, signage, exhibit graphics and more.

L X W = sq.ft.
 sq. ft. **_____** x or **_____** = \$ **_____**
 \$ 21.00 per sq. ft. discount price
 \$ 31.50 per sq. ft. standard price

- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges.

(See reverse side for graphic guidelines.)

LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

- | | |
|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Foamcore | <input type="checkbox"/> Masonite |
| <input type="checkbox"/> PVC | <input type="checkbox"/> Plexi |
| <input type="checkbox"/> Gatorfoam | <input type="checkbox"/> Eco-Board |
| <input type="checkbox"/> Ultra-Board | <input type="checkbox"/> Other |

 The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.

Vertical Horizontal Use Your Judgment For Sign Layout



Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE: QTY.	@	Discount Price	Standard Price	TOTAL
7" x 11"	@	48.15	72.25	= _____
7" x 22"	@	51.80	77.70	= _____
7" x 44"	@	58.65	88.00	= _____
9" x 44"	@	68.30	102.45	= _____
11" x 14"	@	51.80	77.70	= _____
14" x 22"	@	71.00	106.50	= _____
14" x 44"	@	81.85	122.80	= _____
22" x 28"	@	109.25	163.90	= _____
28" x 44"	@	150.15	225.25	= _____
20" x 60"	@	204.80	307.20	= _____

(white only)

Note: File conversion, retouching, cloning or color may incur additional labor charges. (See reverse side for graphic guidelines.)

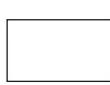
INDICATE YOUR SIGN COPY HERE:

* Please feel free to attach additional sign copy on separate page.

Vertical



Horizontal



Use Your Judgment
For Sign Layout



Background Color:

Lettering Color:

TOTAL COST		
Sub-Total	+	11 % Tax = Total Cost

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our goal is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer or art department. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

RASTER ART (photos, logos containing any continuous tone images):

- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

VECTOR ART:

- Logos should be vector and have outlined fonts(if provided as bitmap, please use high-res images)

FONTS and LINKS

- Supply all fonts used in your design (zip Mac fonts). If unsure how to collect fonts, convert them to outlines
- Supply all links used in your document. Use packaging feature if available. If unsure how to collect links, embed them in the file when saving.

COLOR

- If PMS color matching is required, please use original Pantone + Solid Coated swatches in your artwork. Modifying Pantone names will result in printing default color (CMYK)
- CMYK artwork will be produced "As Is". Our color output is balanced and vibrant.
- Convert RGB art to CMYK if possible.
- If you are sending Certified Color Proofs (Gracol, Swoop, Fogra), please provide ICC file information used to print your samples. Best option would be to include ICC chart on your prints.

ARTWORK IN THE STRUCTURE

- Please note that any panels going in the metal frame will hide 1/4" of your art all the way around. If you have a continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

ACCEPTABLE FILE SOFTWARE

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop

Always provide the following:

- Native files with fonts and links (zipped)
- High-res PDF-X/4 exports of the files

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

- AI CLOUD (CC) file with Packaged supporting links and fonts. You may keep images linked but Packaging feature must be used.
- AI (CS6, CS5, CS4...) file with embedded links and outlined fonts
- EPS file with embedded links and outlined fonts
- INDD file with Packaged supporting links and fonts

PRINT FILES:

- High-res PDF-X/4 (preferred)
- AI with PDF content (choose this option when saving file)
- EPS files with embedded links and outlined fonts

RASTER OR BITMAP ART:

- Photoshop EPS (preferred, use 8-bit preview, Max, Quality JPG compression)
- PSD (make sure font layers are rasterized)
- TIFF, JPG (quality 8 and higher)

Mac users: Use Zip or Stuffit programs when submitting fonts other than OTF (Open Type Fonts)

WAYS TO SEND ARTWORK

• Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (504) 731-6137 for assistance.

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DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 28, 2015

INCLUDE THE FREEMAN METHOD OF
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NAME OF SHOW: **NASGW 2015 ANNUAL MEETING & EXPO / OCTOBER 28 - 30, 2015**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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For fast, easy ordering, go to www.freemanco.com/store

STANDARD PURCHASE -- Standard Framing, Sizes, and Fabric

- Single-sided graphics, frame hardware and harness included.
- Complete the "Hanging Sign" order form. (Labor and hardware to hang sign are NOT included.)
- Orders received after the deadline date are subject to availability and will be charged standard prices.

An Exhibitor Sales Specialist will contact you for details.

Square Signs

<u>Quantity</u>	<u>Length</u>	<u>Height</u>	All Sides (Linear Ft.)	<u>Discount Price</u>	<u>Standard Price</u>	<u>Total</u>
_____	10' x 10'	3'	40'	\$6,102.90	\$9,154.35	_____
_____	10' x 10'	4'	40'	\$7,244.50	\$10,866.75	_____
_____	15' x 15'	3'	60'	\$8,624.90	\$12,937.35	_____
_____	15' x 15'	4'	60'	\$10,188.25	\$15,282.40	_____

Rectangle Signs

<u>Quantity</u>	<u>Length</u>	<u>Height</u>	All Sides (Linear Ft.)	<u>Discount Price</u>	<u>Standard Price</u>	<u>Total</u>
_____	10' x 15'	3'	50'	\$7,686.90	\$11,530.35	_____
_____	10' x 15'	4'	50'	\$8,924.30	\$13,386.45	_____

Circle Signs

<u>Quantity</u>	<u>Diameter</u>	<u>Height</u>	Circumference (Linear Ft.)	<u>Discount Price</u>	<u>Standard Price</u>	<u>Total</u>
_____	10'	3'	31.42'	\$5,387.65	\$8,081.50	_____
_____	10'	4'	31.42'	\$6,228.30	\$9,342.45	_____
_____	15'	3'	47.12'	\$7,594.05	\$11,391.10	_____
_____	15'	4'	47.12'	\$8,793.05	\$13,189.60	_____

Triangle Signs

<u>Quantity</u>	<u>Length</u>	<u>Height</u>	All Sides (Linear Ft.)	<u>Discount Price</u>	<u>Standard Price</u>	<u>Total</u>
_____	10' x 10' x 10'	3'	30'	\$4,697.35	\$7,046.05	_____
_____	10' x 10' x 10'	4'	30'	\$5,473.05	\$8,209.60	_____
_____	15' x 15' x 15'	3'	45'	\$7,251.85	\$10,877.80	_____
_____	15' x 15' x 15'	4'	45'	\$10,344.60	\$15,516.90	_____

Serpentine Signs

<u>Quantity</u>	<u>Length</u>	<u>Height</u>	Double Sided (Linear Ft.)	<u>Discount Price</u>	<u>Standard Price</u>	<u>Total</u>
_____	15'	3'	30'	\$3,948.10	\$5,922.15	_____
_____	15'	4'	30'	\$4,949.60	\$7,424.40	_____
_____	20'	3'	40'	\$5,936.30	\$8,904.45	_____
_____	20'	4'	40'	\$6,989.40	\$10,484.10	_____
_____	30'	3'	60'	\$7,779.65	\$11,669.50	_____
_____	30'	4'	60'	\$9,413.95	\$14,120.95	_____

Total: _____ **x 11%(Tax)** _____ = _____

CUSTOM PURCHASE -- Custom Framing, Various Custom Sizes, and Fabrics

- Please check the box to have an Exhibitor Sales Specialist contact you regarding FREE Samples of materials and/or quotes.



installation & dismantle

When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With more than 75 years of experience, our group of specialists is ready to assist you with all of your exhibit requests, from beginning to end.

Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible.

do i need to order labor?

As an exhibitor, you are required to follow local labor jurisdictions. Please refer to the enclosed "Labor Jurisdictions" information sheet for details.

installation and dismantling services available

Freeman will work closely with you to coordinate every phase of your trade show participation, including:

- Preplanning and budget consultation
- Support service coordination – electrical, furnishings, floral and more
- Shipping and storage management
- On-site supervisors with dedicated floor managers
- Skilled labor and technicians for installation and dismantling
- Full, in-house carpentry
- Graphics production
- Emergency repairs and refurbishing
- Postshow evaluations
- Multiple show coordination

Supervise any labor yourself, or if you need assistance, Freeman I&D experts will do it for you.

if you use Freeman staff

Exhibits are set up prior to your arrival under the direction of Freeman I&D supervisors. We charge 30% of the total labor charge, with a minimum \$45 fee.

if you supervise yourself

Installation – Your labor supervisor must check in at the exhibitor service center to pick up laborers. Upon completion of work, your supervisor must return to the exhibitor service center to release the laborers. Start time is guaranteed only when labor is requested for the start of the working day.

Dismantling – When scheduling dismantling labor, be sure to allow time for empty containers to be returned to the booth after the close of your show. Start time is guaranteed only when labor is requested for the start of the working day.

questions?

Call customer service at the number listed on Quick Facts.

For fast, easy ordering, visit us at www.myfreemanonline.com.

LABOR JURISDICTIONS / NEW ORLEANS

To assist you in planning for your participation in your New Orleans show, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask you to read the following:

LABOR SOURCE

We currently have a labor agreement with The Louisiana Carpenters Regional Council to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from the local. Any labor services that may be required beyond what your regular full time employees can provide, must be rendered by the local. Labor can be ordered in advance by returning the Display Labor order form, or on show site, at the Freeman Service Desk.

MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment; however, is not permitted. Freeman will control access to the loading docks in order to provide for a safe and orderly move in/out.

TIPPING

Freeman requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Freeman employees. Any request for such should be brought to the attention of a representative at the Freeman Service Desk or correspondence may be directed to the attention of the General Manager at the local office address.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman can not be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.

F R E E M A N

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FreemanNewOrleansES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **NASGW 2015 ANNUAL MEETING & EXPO / OCTOBER 28 - 30, 2015**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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For fast, easy ordering, go to www.freemanco.com/store

DISPLAY LABOR (One Hour Minimum per Worker)

Description		Advance	Show Price
Straight Time-	8:00 A.M. to 5:00 P.M. Monday through Friday	\$ 93.00	\$ 130.25
Overtime-	5:00 P.M. to 8:00 A.M. Monday through Friday and all day Saturday and Sunday	\$ 139.50	\$ 195.50
Double Time-	Holidays	\$ 186.00	\$ 260.50

- Show Site prices will apply to all labor orders placed at show site.
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

INSTALLATION LABOR

Freeman Supervised Labor - Please complete the reverse side of this form.

- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised Labor (Supervisor must check in at Service Desk to pick up labor)

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (30%/\$45.00)				= \$ _____		
2% Tax				= \$ _____		
Total Installation				= \$ _____		

DISMANTLE LABOR

Freeman Supervised Labor - Please complete the reverse side of this form.

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00.

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised Labor (Supervisor must check in at Service Desk to pick up labor)

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (30%/\$45.00)				= \$ _____		
2% Tax				= \$ _____		
Total Dismantle				= \$ _____		

FREEMAN installation & dismantle labor

NAME OF SHOW: **NASGW 2015 ANNUAL MEETING & EXPO / OCTOBER 28 - 30, 2015**

COMPANY NAME:

BOOTH#:

CONTACT NAME:

PHONE#:

FREEMAN SUPERVISED LABOR

IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse _____ Show Site _____ Date Shipped _____

Setup Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____

Carpet: With Exhibit _____ Rented From Freeman _____ Color _____ Size _____

Electrical Placement: Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

Freeman Exhibit Transportation:
 Common Carrier
 Air Freight Next Day 2nd Day Deferred Expedited

Other (list carrier name & phone number):

Other Common Carrier: _____
 Other Air Freight: _____
 Van Line: _____

FREIGHT CHARGES

Prepaid Collect
 Bill To: _____

In the event your selected carrier fails to show on final move-out day, please select one of the following options:

- Reroute via Freeman's choice
- Deliver back to Freeman warehouse at Exhibitor's expense.

PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.

F R E E M A N

1000 Elmwood Park Blvd.
New Orleans, LA 70123
(504) 731-6137 • Fax: (469) 621-5612
FreemanNewOrleansES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT WITH YOUR ORDER

NAME OF SHOW: **NASGW 2015 ANNUAL MEETING & EXPO / OCTOBER 28 - 30, 2015**

COMPANY NAME: _____ BOOTH#:

CONTACT NAME: _____ PHONE#:

RIGGING EQUIPMENT AND LABOR

Straight Time - 8:00 A.M. to 5:00 P.M. Monday through Friday

Overtime - 5:00 P.M. to 8:00 A.M. Monday through Friday; All day Saturday and Sunday

Double Time - Holidays

- Show site prices will apply to all labor orders placed at show site
- Start time guaranteed only at start of working day • Supervisor must check in at Service Desk to pickup labor
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 154.00	\$ 215.75
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 195.75	\$ 274.25
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$ 237.25	\$ 332.25
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$ 168.75	\$ 236.25
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$ 210.00	\$ 294.00
3040102	Forklift w/operator - up to 10,000 lbs - DT.....	\$ 253.00	\$ 354.25
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$ 183.00	\$ 256.25
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$ 224.50	\$ 314.50
3040152	Forklift w/operator - up to 15,000 lbs - DT.....	\$ 267.00	\$ 374.00
3040300	Forklift w/operator - up to 30,000 lbs - ST.....	\$ 208.00	\$ 291.25
3040301	Forklift w/operator - up to 30,000 lbs - OT.....	\$ 249.75	\$ 349.75
3040302	Forklift w/operator - up to 30,000 lbs - DT.....	\$ 291.25	\$ 407.75
304040	Forklift w/operator - 4-Stage - ST.....	\$ 183.00	\$ 256.25
304041	Forklift w/operator - 4-Stage - OT.....	\$ 225.50	\$ 315.75
304042	Forklift w/operator - 4-Stage - DT.....	\$ 267.00	\$ 374.00
RIGGING LABOR			
3020200	Rigger Foreman - ST.....	\$ 85.25	\$ 119.50
3020201	Rigger Foreman - OT.....	\$ 127.50	\$ 178.50
3020202	Rigger Foreman - DT.....	\$ 170.50	\$ 238.75
3020100	Rigger - ST.....	\$ 83.50	\$ 117.00
3020101	Rigger - OT.....	\$ 125.50	\$ 175.75
3020102	Rigger - DT.....	\$ 166.75	\$ 233.50

MOBILE UNIT SPOTTING*

257024	Round Trip.....	\$ 317.00	\$ 317.00
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* Towable mobile units will be assessed a one time spotting charge in addition to a one hour forklift/operator charge each way for unloading and loading.

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: _____

Sub-Total _____

2 % Tax _____

Total _____

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: _____

Sub-Total _____

2% Tax _____

Total _____

FREEMAN rigging labor

F R E E M A N

1000 Elmwood Park Blvd.
New Orleans, LA 70123
(504) 731-6137 • Fax: (469) 621-5612
FreemanNewOrleansES@freemanco.com

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM & STRUCTURAL INTEGRITY
STATEMENT WITH YOUR ORDER

NAME OF SHOW: **NASGW 2015 ANNUAL MEETING & EXPO / OCTOBER 28 - 30, 2015**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 504-731-6137 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign or advance pricing.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner _____ Metal or Wood _____ Other _____

Shape: Square _____ Triangle _____ Rectangle _____ Other _____

Size: Height _____ Length _____ Width _____

Weight of Sign: _____

Does Your Sign Require Electricity _____ Assembly _____

Is Your Sign Designed to Rotate? _____ Yes _____ No _____
(Initial in the applicable space above)

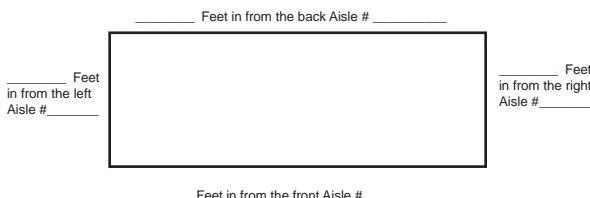
VERY LIMITED RIGGING AREA ADVANCED ARRANGEMENTS REQUIRED

- ***** LOW CEILING AREA *****
- Halls E & F: 25'-finished ceiling from entrance to column line approximately 100' inside hall.
 - Hall G: 23'-finished ceiling from entrance to column line approximately 100' inside hall.
 - Hall H, I & J: 22'-finished ceiling from entrance to column line 100' inside hall.

Truss & Rotating Motors are not allowed in Low Ceiling Area

PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



Number of feet from floor to top of sign: _____
313504

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time

8:00 A.M. to 5:00 P.M., Monday through Friday

Overtime

5:00 P.M. to 8:00 A.M. Monday through Friday,
All Day Saturday & Sunday

Double Time

Recognized holidays

Crew Size - MINIMUM of two people

Materials

Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- Show site prices will apply to all labor orders placed at show site
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

	Straight Time	Overtime	Double Time
Condor/Boom/Snorkel	With crew (up to 200 lbs lift capacity)		
Advance Price	\$567.00	\$692.00	\$810.75
Show Site Price	\$793.75	\$969.00	\$1135.00
Additional Crew	Assembly Labor (Per person / Per hour)		
Advance Price	\$93.00	\$139.50	\$186.00
Show Site Price	\$130.25	\$195.50	\$260.50

Installation Estimate

Approx Hours	Hourly Rate	Estimated Sub-Total*
_____	_____ @ _____	= _____

Dismantle Estimate

Approx Hours	Hourly Rate	Estimated Sub-Total*
_____	_____ @ _____	= _____

*2% tax to apply to all labor

Additional fees for materials, such as cable & clamps, may apply

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

- Freeman
- Exhibitor Personnel
- Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

FREEMAN hanging sign labor

FREEMAN

1000 Elmwood Park Blvd.
New Orleans, LA 70123
(504) 731-6137 • Fax: (469) 621-5612
FreemanNewOrleansES@freemanco.com

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM & STRUCTURAL INTEGRITY
STATEMENT WITH YOUR ORDER

NAME OF SHOW: **NASGW 2015 ANNUAL MEETING & EXPO / OCTOBER 28 - 30, 2015**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 504-731-6137 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

OVERHEAD RIGGING

INSTRUCTIONS

- All overhead rigging and flown objects must be assembled and disassembled by Freeman or MCC. Exhibitors, display company, and/or I & D representatives may supervise only, but will not be allowed to assemble / disassemble or install and remove rigging or flown objects. No one other than Freeman employees will be permitted in lifts. Please complete the enclosed Labor Order Form for labor to assemble / disassemble rigging and flown objects.
- Rigging Plots must be submitted in advance by exhibitor. These plots must show the location of the hang points, the height above the floor of the hang points, and the weight of each point. The plot must show the Booth outline with the Front Aisle for reference.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization and supply sign blueprints with engineering seal of approval.
- Any special equipment required will be billed at prevailing rates. Prices are for the entire show. No drayage or freight charges will be applied.
- Lighting can be rented from the official audio visual company, or Freeman. No drayage or freight charges will be applied.
- Exhibitors may bring in or rent lighting from other sources, but will incur drayage charges.
- ELECTRICAL SERVICE requirements for hoists must be ordered in advance on the enclosed ELECTRICAL SERVICE order form.

LOW CEILING AREA

VERY LIMITED RIGGING AREA ADVANCED ARRANGEMENTS REQUIRED

- Halls E & F: 25'-finished ceiling from entrance to column line approximately 100' inside hall.
- Hall G: 23'-finished ceiling from entrance to column line approximately 100' inside hall.
- Hall H,I & J: 22'-finished ceiling from entrance to column line 100' inside hall.

Truss & Rotating Motors are not allowed in Low Ceiling Area

SUPPORT DOCUMENT CHECKLIST

RIGGING PLOT

LABOR ORDER FORM

ELECTRICAL ORDER FORM

STRUCTURAL INTEGRITY STATEMENT

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

_____ Freeman _____ Exhibitor Personnel _____ Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time

8:00 A.M. to 5:00 P.M., Monday through Friday

Overtime

5:00 P.M. to 8:00 A.M. Monday through Friday,
All Day Saturday & Sunday

Double Time

Recognized holidays

Crew Size - MINIMUM of two people

Materials

Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- Show site prices will apply to all labor orders placed at show site
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

	Straight Time	Overtime	Double Time
Condor/Boom/Snorkel	With crew (up to 200 lbs lift capacity)		
Advance Price	\$567.00	\$692.00	\$810.75
Show Site Price	\$793.75	\$969.00	\$1135.00

Additional Crew Assembly Labor (Per person / Per hour)

Advance Price	\$93.00	\$139.50	\$186.00
Show Site Price	\$130.25	\$195.50	\$260.50

Installation Estimate

Approx Hours	Hourly Rate	Total Estimated Cost
_____	@ _____	= _____

Dismantle Estimate

Approx Hours	Hourly Rate	Total Estimated Cost
_____	@ _____	= _____

Quantity	Totals
1/2 Ton Hoist	_____ @ \$521.50 ea = _____
One Ton Hoist	_____ @ \$666.25 ea = _____
12" Box Truss*	_____ @ \$ 22.75 ft. = _____
12" Corner Block*	_____ @ \$ 72.40 ea = _____
20.5" Box Truss*	_____ @ \$ 33.30 ft. = _____
20.5" Corner Block*	_____ @ \$ 108.70 ea. = _____

*Select truss metal color: Silver Black**

**20% additional up charge for black metal

Cost Estimate**

Condor subtotal	+ 2% tax = Total
Assembly subtotal	+ 2% tax = Total
Materials subtotal	+ 11% tax = Total

**Additional fees for materials, such as cable & clamps may apply

In lieu of a condor, a Scissorlift with crew is available in limited applications. For rates and to see if a Scissorlift is applicable, call our Rigging department at 504-733-7469.

FREEMAN chain hoist/truss/sign equipment

F R E E M A N

1000 Elmwood Park Blvd
New Orleans, LA 70123
(504) 731-6137 Fax: (469) 621-5612
freemanneworleanses@freemanco.com

**PLEASE INCLUDE THIS FORM
WITH YOUR HANGING SIGN
ORDER FORM**

**STRUCTURAL INTEGRITY STATEMENT
THIS FORM MUST BE RETURNED
FOR ALL SUSPENDED STRUCTURES**

, the contracted exhibitor at the **NASGW 2015 ANNUAL MEETING & EXPO / OCTOBER 28 - 30, 2015** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, MORIAL CONVENTION CENTER, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

**Complete and return form to address listed at the top
of this form.**

FREEMAN structural integrity statement

PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED; OR
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "FREEMAN" means Freeman Decorating Services, Inc. ("FDSI"), Freeman Decorating Ltd. Freeman Audio Visual Solutions, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Freeman except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Freeman's property. Exhibitor will notify Freeman immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor a one-hour "per person, per hour" charge will be applied for all labor and equipment orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits, Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. Exhibitor is solely responsible for, and agrees to pay, any and all charges related to removal of items from Exhibitor's booth after the show has ended even if items were provided by, or belong to a third party. It is Exhibitor's responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show; terms will be net, due and payable in Dallas, Texas upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Freeman reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Freeman hereby provides notice that it reserves the right, and Exhibitor authorizes Freeman, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account. Exhibitor hereby grants a lien on its property in Freeman's possession to the extent of any outstanding obligations owed to Freeman by Exhibitor.

LABOR UNDER SUPERVISION OF EXHIBITOR: Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. **INDEMNIFICATION:** Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of work performed by labor provided by Freeman but supervised by Exhibitor. Further, the Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO FREEMAN'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.

MATERIAL HANDLING

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED; OR
- EXHIBITOR'S MATERIALS ARE DELIVERED TO FREEMAN'S WAREHOUSE OR TO A SHOW OR EXPOSITION SITE FOR WHICH FREEMAN IS THE OFFICIAL SHOW CONTRACTOR; OR
- AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN.

1. DEFINITIONS. For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Decorating Services, Inc., Freeman Decorating Ltd., Freeman Exhibit, AVV-TELAV Inc., Freeman Transportation, Hoffend Xposition, Stage Rigging, Inc., Kerry Technical Services, TFC, Inc., Freeman Electrical Services, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

2. PACKAGING AND CRATES. FREEMAN shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, FREEMAN shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by fork-lift and similar means.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or its representative. All previous labels must be removed or obliterated. FREEMAN assumes no responsibility for:

- Error in the above procedures
- Removal of containers with old empty labels and without FREEMAN labels
- Improper information on empty labels

FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND SHIPMENT(S). Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or its representative, and during such time the materials will be left unattended. FREEMAN WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. FREEMAN highly recommends the securing of security services from Facility or Show Management.

5. OUTBOUND SHIPMENT(S). Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick-up of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. FREEMAN WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. FREEMAN highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to FREEMAN by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to FREEMAN and the actual count of such items in the booth at the time of pickup.

6. DELIVERY TO THE CARRIER FOR RELOADING. FREEMAN assumes no responsibility for loss, damage, theft, or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S appointed carrier, shipper, or agent for transportation after the conclusion of the show. FREEMAN loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. FREEMAN assumes no responsibility for loss, damage, theft or disappearance of EXHIBITOR'S materials that arises out of improperly loaded materials.

7. DESIGNATED CARRIERS. In order to expedite removal of materials from show site as required by Show Management and/or the facility, FREEMAN shall have the authority to change the EXHIBITOR designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR'S shipping instructions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. In no event shall FREEMAN be responsible for any loss resulting from such rerouting designation.

8. FREEMAN'S RESPONSIBILITIES. FREEMAN shall be responsible only for those services which it directly provides. FREEMAN assumes no responsibility for any persons, parties, or other contracting firms not under FREEMAN'S direct supervision and control. FREEMAN's performance hereunder is subject to, and FREEMAN shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond FREEMAN'S reasonable control, nor for ordinary wear and tear in the handling of materials.

9. INSURANCE. It is understood that FREEMAN is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide FREEMAN with a release of subrogation to the extent of any insurance settlement received.

10. CLAIM(S) FOR LOSS. EXHIBITOR agrees that any and all claims for loss or damage must be submitted to FREEMAN immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from the show site or from FREEMAN'S warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against FREEMAN more than one (1) year after the date of loss or damage occurred.

(a) PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due FREEMAN for its services as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction and shall be resolved on their own merits.

(b) MAXIMUM RECOVERY. If found liable for any loss, FREEMAN'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less.

(c) BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY. FREEMAN'S liability shall be limited to any loss or damage which results solely from FREEMAN'S NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall FREEMAN be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortious conduct, failure of the equipment or services of FREEMAN or breach of any of the provisions of this Contract, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if FREEMAN has been advised or has notice of the possibility of such damages, or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.

11. DECLARED VALUE. Declarations of Declared Value are between the EXHIBITOR and the selected Carrier ONLY, and are in no way an extension of FREEMAN'S maximum liability stated herein. FREEMAN will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

12. JURISDICTION / ARBITRATION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

13. INDEMNIFICATION. EXHIBITOR agrees to indemnify and forever hold harmless FREEMAN and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through FREEMAN, or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC);
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of FREEMAN'S equipment;
- EXHIBITOR'S violation of Federal, State, County or Local ordinances;
- EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

14. WAIVER & RELEASE. EXHIBITOR, as a material part of the consideration to FREEMAN for material handling services, waives and releases all claims against FREEMAN with respect to all matters for which FREEMAN has disclaimed liability pursuant to the provisions of this Contract.

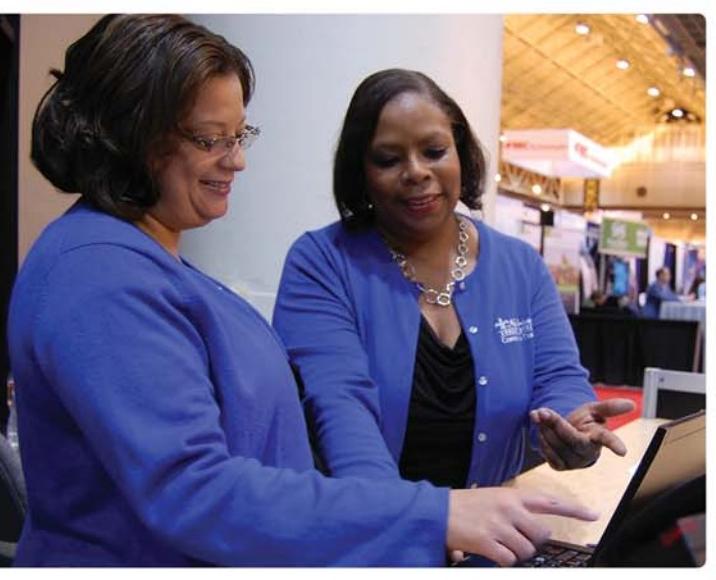
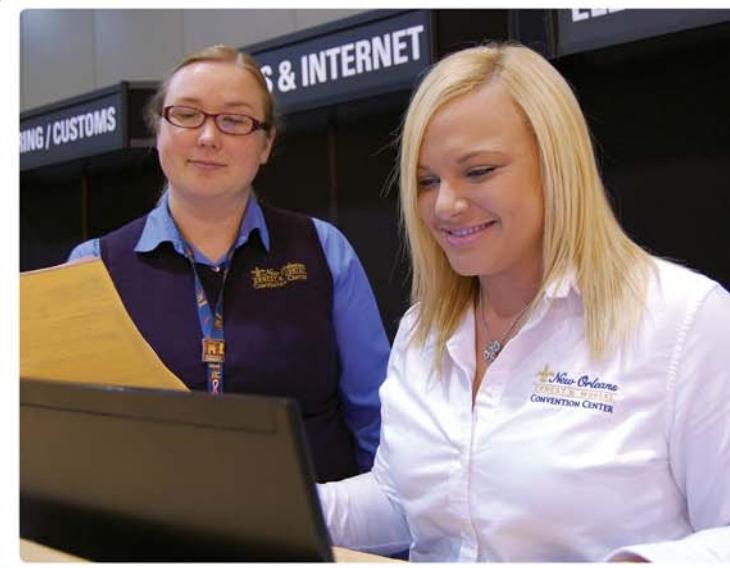
15. SEVERABILITY. If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid, and enforceable.



Whether you are exhibiting in New Orleans for the first time, or a regular guest, we want to help make the most out of planning your exhibit.

PERSONALIZED SERVICE

An Exhibit Services Coordinator will be in contact with you before, during, and after the event to assist with your needs. Your coordinator can help to determine your internet, electrical, plumbing and telecommunication requirements to eliminate any guesswork in planning your exhibit. From what to order before your event, to the time your services are installed, to following up after the conference; we are here to ensure you have a successful experience.



EXCELLENT VALUE

Enrollment in the One2One program is FREE. Perks of this program include your coordinator alerting you to the advance discount deadline which will save you money, and being on-site during your event to assist with any issues that may arise.

We are thrilled you will be joining us in New Orleans and can't wait to work with you throughout your event!

To sign up or for more information, please contact our Exhibit Service Department at (504) 582-3036 or Exhibit_Services@mccno.com

IMPORTANT INFORMATION! PLEASE READ! IMPORTANT INFORMATION! PLEASE READ!



EXHIBITOR POLICIES

EMERGENCY EQUIPMENT

No equipment, booths, signs, displays, or other items can block or obstruct any emergency phones, alarms, sprinkler valves, or hose connections.

EXITS

No furnishings, decorations, or other booth objects can obstruct exits, access to exits, or visibility of emergency exits. The path of travel to exits may not be blocked by furniture or any other movable objects.

EXHIBIT CONSTRUCTION AND DECORATION

All combustible materials used in exhibit construction must be treated with an effective flame-retardant. Only non-combustible materials or fire-retardant wood may be used for exhibits, scenery, or props. All curtains, drapes, carpet, carpet padding, and decorative materials must be treated with a flame-retardant. The MCC rigorously enforces this regulation, and may field flame test any questionable materials.

FLAMMABLE LIQUIDS (KEROSENE, GASOLINE, MINERAL SPIRITS, ETHER, ETC.)

Flammable liquids are not allowed within the MCC. Filling of any tank or device with any flammable liquid inside the MCC is not permitted.

SMOKING

Smoking is prohibited at all times in all areas of the MCC, including exhibit halls, lobbies, food service areas, public and service corridors, restrooms, and telephone banks.

MULTIPLE-STORY BOOTHS AND ENCLOSED BOOTHS

Detailed plans of multiple-story or enclosed booths must be submitted **at least two months prior to move-in.** Plans must indicate if the exhibit is multiple-story and/or enclosed with a ceiling.

- Ceiling clearances in the MCC vary from 26'4" to 59', with most areas having a minimum of 30' clearance. Multiple-story booths cannot be located under passenger or utility truss ways.
- Booth plans must specify the maximum number of occupants, and must have a structural engineer's stamp certifying the maximum occupant load capacity.
- Certain booths may require Fire Watches, electrical ventilation, smoke detection devices, fire extinguishers, multiple exits, etc., as required by Fire Prevention Officials. Contact the MCC Public Safety Department for specific requirements for your exhibit.

BOOTH STORAGE AND CRATES

MCC does not provide storage for crates or freight of any kind. Exhibitors must make arrangements with the General Service Contractor for storage of crates and other packing materials. Combustible materials such as brochures, literature, give-aways, etc., within exhibit booths are limited to a one-day supply.

NOTHING may be stored behind booths. All packing containers, wrapping materials, carrying cases, etc., must be stored off the exhibit floor. MCC inspects all exhibits to ensure compliance. Please contact the General Service Contractor to make arrangements for storage.

VEHICLES ON STATIC DISPLAY

Vehicles may not be displayed without the prior written approval of the MCC Public Safety Department.

Any fuel-powered vehicle on static display must have the smallest possible amount of fuel, not more than 1/8th tank or 10 gallons, whichever is less. The gas cap must be locked or sealed by tape; batteries must be disconnected. One key to the vehicle must remain in the booth at all times.

Vehicles may not be started, run, or moved during event hours.

RUNNING FUEL-POWERED MOTORS OR MACHINERY

All fuel-powered motors must have an exhaust system that will prevent any fumes from being emitted. Prior MCC approval is required. A Fire Watch may be required; please contact the MCC Public Safety Department.

EXPLOSIVES

No one is allowed to bring into the MCC any substance of an explosive nature such as fireworks or Class B or Class A explosives without prior written approval from the MCC and the New Orleans Fire Prevention Division. A Fire Watch is required.

TENTS, AWNINGS, CANOPIES

The use or display of tents, awnings, or canopies requires prior written approval of both the MCC and the New Orleans Fire Prevention Division. Written requests must be submitted to the MCC **at least two months** prior to move-in and must include detailed plans showing size, height, location, anchoring details, and certification of flame retardancy for all materials. MCC does not allow exhibitors to drill into the floor.

COMPRESSED GASES

Compressed gases are not allowed inside of the MCC in other than approved containers. Only a one-day supply will be allowed in the display area and must be secured. No storage of compressed gases is allowed in the MCC. Wherever compressed gases are used in a booth or display area, a "CAUTION" sign must be posted. The amount of compressed gas used in the booth or display area must have prior approval from the MCC.

The MCC does not allow heavier-than-air gases (propane, butane) or Liquefied Petroleum Gas (LPG) to be used or brought into the MCC. Natural gas is available from the MCC upon request.

HAZARDOUS MATERIALS

OSHA requires that all containers of hazardous materials be labeled and display appropriate warnings. Exhibitors displaying or using hazardous materials must submit Material Safety Data Sheets and manifests to the MCC at least two months prior to move-in. Any container not clearly labeled and identified will be removed from within the MCC, tested, and disposed of at exhibitor's expense.

Fluids, chemicals, petroleum-based products, medical and biological waste, hazardous waste, and contaminated materials must be identified and disposed of in the manner mandated by Federal, State, and local regulations. Arrangements for the disposal of wastes can be made through the MCC's contracted waste-handling firm. Exhibitor is responsible for all disposal costs.

ELECTRICAL TRANSFORMERS

The MCC has available certain transformers to step power from 480 volts, 3 phase, to 380 volts, 3 phase. Also available are transformers to step 208 volts, 3 phase or single phase to 230 volt/ 240 volt, 3 phase or single phase. For availability contact the MCC Operations Department at least two months in advance. MCC cannot supply electrical converters; exhibitors must furnish these.

All connections must conform to NEMA configurations.

RIGGING

MCC's prior written authorization is required for any rigging installation that exceeds the limit of 250 lbs. per hanging point in peaked-ceiling areas of the Exhibit Halls.

Only the MCC or the General Service Contractor is authorized to rig within the facility. Exhibitors requiring hanging of signs, lights, etc., must submit rigging plans to the General Service Contractor at least 60-days before move-in. Lighting ordered from and installed by the MCC does not require prior approval.

Rigging in finished-ceiling areas of Halls E, F, G, H, I, and J requires special arrangements. Please contact the MCC Exhibit Services Department for more information.

FLOOR LOAD

The flooring of the MCC exhibit halls is concrete slab with a maximum load capacity of 350 pounds per square foot; some areas in Halls H through J have a maximum floor load of 500 pounds per square foot.

If any equipment in an exhibit exceeds the stated weight limits, exhibitor must supply the MCC with detailed plans of original equipment and weight load on all points, as well as plans showing proposed method of weight redistribution. A licensed structural engineer must certify plans. These plans must be received by the MCC **at least three months** prior to the event.

The MCC reserves the right to utilize outside consultants, at exhibitor's expense, for field inspections and weight verifications.

Please contact MCC's Operations Department for more information.

LASERS

Exhibitors demonstrating or displaying lasers must comply with all provisions of ANSI Z136.1.

Any potentially dangerous laser beams must be enclosed or otherwise made inaccessible to spectators. All laser beams must terminate in a beam block sufficient for the wavelength and energy of the beam. Precautions must be taken to eliminate exposure to stray beams or spurious reflections.

FOOD/BEVERAGE EXCLUSIVITY

All food and beverage items in the exhibit halls must be purchased through the MCC's Food and Beverage Department. This includes bottled water.

The MCC is solely licensed to sell, dispense, and/or serve alcoholic beverages. The MCC requires that a MCC Bartender dispense all alcoholic beverages. **Louisiana State Law prohibits alcoholic beverages from being brought into the MCC.**

OPEN FLAME

No open-flame lighting devices may be used in the MCC. Proper precautions must be made to prevent ignition of combustible materials. Prior written approval of MCC is necessary; a Fire Watch may be required.

WASTE DISPOSAL

No oils, combustibles, or any liquids other than water may be poured in the MCC drainage or sewer systems. No tools, machines, or other items may be emptied, washed, or rinsed in MCC restrooms. Please contact the MCC Operations Department for more information.

POOLS, FOUNTAINS, PONDS, LANDSCAPES, ETC.

All fountains, pools, ponds, etc., must be watertight and free of leaks.

Any exhibitor using soil, humus, or other landscaping materials must provide a covering between the MCC flooring and the exhibit, to prevent damage to finished floor and to ensure safety. MCC personnel will inspect all such exhibits.

Fountains, aquariums, pools, etc., may not be filled from MCC restrooms or janitors' closets. Portable hot and cold-water sinks are available for exhibitors' use; contact the MCC Operations Department for more information

ANIMALS

All live animals are prohibited, with the exception of guide and service animals. An exhibitor wishing to display live animals as an integral part of an exhibit must furnish the MCC with Show Management's written approval before any waivers can be made. All approved live animal displays must be located at least 150 feet from any food and/or beverage service.

Waiver of this prohibition may depend on type, size, and number of animals, their containment method; handler/trainer supervision, required insurance certificates, etc. Contact the MCC Event Services Department for information.

COPYRIGHT FEES

All ASCAP, BMI, SESAC or other copyright fees applicable to music or entertainment used as part of an exhibit are the sole responsibility of the exhibitor. The exhibitor must make required payment directly to the applicable copyright agency.

BALLOONS

Helium-filled balloons are allowed in the MCC only as part of a display, and must be securely fastened to the booth. **Balloons may not be given out within the MCC.**

Exhibitor is responsible for all expenses incurred in removal of balloons that become entangled in the MCC's ceiling trusses.

Compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling, and must be removed from within the MCC during all event hours.

FREIGHT AND DELIVERIES

The MCC cannot accept freight shipments or packages for exhibitors, show management, or contractors at any time. Freight must be consigned through the designated General Service Contractor. There are no exceptions to this policy.

Exhibitors carrying in their equipment and displays must use a freight gate. **Loading and unloading through the Lobby glass doors are prohibited.**

Exhibitor-owned or leased vehicles are NOT allowed to drive on to the exhibit floor to unload or load. Access to the exhibit floor for tractor-trailer trucks, cranes, etc., must be arranged in advance through the show's General Service Contractor.

The MCC does **NOT** provide carts, dollies, pallet jacks, labor etc., for exhibitors' use.

FACILITY ACCESS

The MCC requires that all Exhibitor-Appointed Contractors and their workers wear both an MCC Access Credential and individual event credentials at all times. Workers without correct credentials will not be allowed to enter the facility.

Workers must use only designated doors to enter or exit the facility. Violation of MCC's access policy will result in suspension from the facility.

Contact MCC Event Services for more information.

TELEPHONES

To avoid unauthorized local or long-distance charges, please lock up all telephone sets whenever your booth is unoccupied.

Please return telephones to the MCC Exhibitor Service Desk promptly at show break; exhibitors are billed for unreturned telephone sets.

BUILDING DAMAGE

Painting of any kind within the MCC is strictly prohibited.

Nothing may be glued, taped, tacked, nailed, or in any way affixed to any interior or exterior surface of the MCC. Nothing may be attached to exhibit floor columns, even within booths; drilling into MCC concrete floor is prohibited.

Glitter and adhesive-backed (stick-on) decals are strictly prohibited and may not be distributed or used for any purpose within the MCC.

Exhibitors are responsible for the removal of booth-marking tape, carpet tape, and tape residue left on exhibit hall floors. Exhibitors who do not remove tape and residue will be billed for all labor and materials charges for MCC removal of tape and residue.

Procedure for removal of tape must meet MCC guidelines. Contact the MCC Operations Department for more information.

GRATUITIES

The MCC has a very strict "no tipping" rule. No exhibitor, or contractor or representative of an exhibitor, may give any gratuities, tips, or gifts of any kind to any employee of the MCC or its vendors.

Any request for gratuities, tips, or gifts by any employee of the MCC or its vendors should be reported at once to the MCC Service Desk in the Exhibitor Service Center.

PERSONAL PROPERTY

Exhibitors should not leave valuables or personal items (laptops, cell phones, PDA's, purses, cameras, briefcases, etc.) on tabletops, behind booth drape, or in any unsecured areas of the exhibit. Please remove all such items from the building at the close of show each day.

During move-out, please do not leave your booth unattended until all of your display materials have been packed and crated.

EXCLUSIVE SERVICES

The MCC provides the following services on an exclusive basis. Please contact the Event Services Department for more information.

Electrical, steam, compressed air, natural gas, plumbing, advertising, telecommunications and Internet, Business Center Services and supplies, and Medical Services.

All food and beverage including sodas, coffee, and all forms of potable water; all refrigerated product storage; shoeshine; and coat, bag, and luggage check.

SHOW REGULATIONS

**Your show's
Exhibitor Rules
may prohibit
certain of the
services, features,
or booth design
elements outlined
in these facility
regulations.

Please review the
specific rules for
your show for any
prohibitions that
may apply.**

FOR MORE INFORMATION

MORIAL CONVENTION CENTER

900 Convention Center Blvd.
New Orleans, Louisiana 70130
504.582.3000
504.582.3088 (Main Fax)

Event Services

504.582.3011
504.582.3020 (Fax)

Food and Beverage Services

504.670.7200
504.670.7201 (Fax)

Exhibit Services

504.582.3036
504.582.3088 (Fax)

Operations

504.582.3041
504.582.3013 (Fax)

Production Services

504.582.3018
504.582.3076 (Fax)

Public Safety

504.582.3050
504.582.3051 (Fax)

Technology Services

504.582.3095
504.582.2394 (Fax)

24-HOUR EMERGENCY TELEPHONE NUMBERS:

504.582.3040

In-house Extension 1911



PAYMENT AUTHORIZATION FORM

Please return forms via:

E-mail: Exhibit_Services@mccno.com

Fax: (504)582-3088

Mail to: Morial Convention Center New Orleans

ATTN: Exhibit Services

P.O. Box 54973

New Orleans, LA 70154-4973

ORDER DEADLINE DATE

OCTOBER 7, 2015

For online ordering go to
www.mccno.com/exhibitors

** MANDATORY FORM. MUST BE RETURNED WITH ORDER FORMS **

Name of Event: **NASGW 2015 ANNUAL MEETING & EXPO**

Exhibitor Company Name: _____ Booth Number: _____

Exhibitor Company Address: _____

City/State/Country: _____ Zip Code: _____

Telephone: _____ Fax: _____ On site Contact Cell Phone #: _____

Contact Person's Name: _____ Check if you are a new MCCNO customer:

Email address: _____ E-Mail Address for invoice: _____

If you intend to utilize the services of the MORIAL CONVENTION CENTER, this form must be completed and returned to the above address. Please select the method of payment you will be using for services provided:

COMPANY CHECK

Please make check payable to the Morial Convention Center. Express Mail Address: 900 Convention Center Blvd., Attn: Exhibit Services, New Orleans, LA 70130.

BANK TRANSFER

- Contact Exhibit Services at (504) 582-3036 for Bank Information.
- Please reference name of show and booth number on all Bank Transfers so we may properly credit your account.

CREDIT CARD

For your convenience, we will use this authorization to charge your credit card account for advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include labor. Please complete the information requested below:

Are you a third party paying for an exhibitor's order? Yes No

Cardholder's Name: _____ Company: _____

Credit Card Billing Address: _____

City: _____ State/Province: _____

Zip/Postal Code: _____ Country: _____

Telephone: _____ Email: _____

Please check one:

American Express Discover Visa Diners Club Master Card

Account Number:

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 Expiration Date: _____ Security Code: _____

Signature of Cardholder: _____

We have read, understand and agree to all items as described on *both sides* and have advised our show site representative accordingly.

Exhibitor Signature: _____ Print Name: _____ Date: _____

PAYMENT TERMS AND CONDITIONS

1. Orders must be received a minimum of twenty one (21) days prior to scheduled event opening for discount rates. Orders received less than twenty one (21) days prior to scheduled event opening will be charged at the standard rates. Orders received on site will be subject to a 25% fee on the standard rates.
2. Conditions for processing service order forms:
 - A. Payment for service must accompany service orders. NO EXCEPTIONS!
 - B. Personal checks will not be accepted. Service will not be installed if payment is not received.
 - C. Incomplete hook-ups or power requirement information will delay processing.
 - D. Booth number(s) must be identified on the face of the form.
 - E. Location of power in booth must be designated. Diagrams indicating booth orientation are required.
3. Rates listed for all connections include connecting the service to booth in the most convenient manner and DO NOT INCLUDE labor for making specialized installations, special wiring, material or ramping.
4. Additional service charges and labor charges may be assessed for installations. Payment must be rendered IN FULL when billed during the event. Service may be interrupted if payment is not received.
5. Claims will not be considered unless filed in writing by exhibitor prior to close of event.
6. Credit will not be given for service installed and not used.
7. There is a 10% charge to change and reprocess the method of payment submitted for an account.

INTERNATIONAL EXHIBITORS

We require 100% pre-payment of orders. Any orders or services placed at show site must be paid at the show. Payment may be made by check in U. S. funds drawn on a U. S. bank.

UNPAID BALANCES

Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 45 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1/5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-payment bases only. Unpaid balances of \$100.00 or less must be paid at show site.



Return with order and payment to:
P. O. Box 54973
New Orleans, LA 70154-4973
Email: Exhibit_Services@mccno.com

Utility Locations

MANDATORY

To ensure that your electrical and plumbing outlets, telephones and internet services are properly placed, a Booth Floorplan must be submitted with your order forms. If you do not have a plan, please use the grid on this page and submit it with your order forms.

To use this grid:

- Use bold lines to indicate the outline of your booth.
 - Indicate the scale of the grid (e.g. 1 square = 10 feet) or indicate the dimensions of your booth.
 - Mark the adjacent booth numbers on aisle numbers. This will help us orient your service correctly.
 - Mark outlet locations, expressed in watts or amps and voltage in each location. Mark telephone and internet lines in each location. Locations marked should accurately reflect services ordered.
 - Return this form with your prepaid order forms.

Show: NASGW 2015 ANNUAL MEETING & EXPO

Exhibiting Company: _____ **Booth #:** _____

Booth #: _____

Adjacent booth or Aisle Number: _____

Adjacent booth or Aisle Number: _____

Adjacent booth or Aisle Number: _____

Photocopy for your records.



900 Convention Center Blvd • New Orleans, LA 70130

Request for Telecommunications Services

PLEASE TYPE OR PRINT

Effective January 1, 2015

Advance Rate Deadline: **OCTOBER 7, 2015**

Return order and payment to:
P.O. Box 54973
New Orleans, LA 70154-4973
Phone: (504) 582-3036
Fax: (504) 582-3088
Email:
Exhibit_Services@mccno.com
For Online Ordering visit
www.mccno.com/exhibitors

NAME OF SHOW NASGW 2015 ANNUAL MEETING & EXPO		PAYMENT IN U. S. DOLLARS MUST ACCOMPANY ORDER. MAKE CHECKS PAYABLE TO NOPFMI OR PROVIDE CREDIT CARD INFORMATION ON THE PAYMENT AUTHORIZATION FORM.	
EXHIBITING FIRM NAME		BOOTH NUMBER	
ADDRESS		Email Address	
CITY, STATE, ZIP		On Site Contact Name and Cell Phone #	

Service Description	Quantity	Advance	Standard	Total
Standard Line Service – Service for Telephones, Modems, Faxes and Credit Card Machines. (PBX must dial 9then the #)				
Unrestricted Telephone Line- credit card required for Long Distance		\$ 260.00	\$ 305.00	
800 and Local Telephone Line		\$ 260.00	\$ 305.00	
Local Only Telephone Line		\$ 260.00	\$ 305.00	
Restriction change per line		\$ 11.00	\$ 13.00	
Telephone Sets A Credit Card on file is required to reserve a telephone set.				
Replacement costs (listed on reverse) will be charged, if sets are not returned.				
Single Line Sets		\$ 21.00	\$ 25.00	
Single Line speakerphone Set		\$ 53.00	\$ 62.00	
Message Waiting Single Line Set		\$ 53.00	\$ 62.00	
MultiLine Speakerphone Set		\$ 200.00	\$ 250.00	
Special Services				
Voice Mail		\$ 26.00	\$ 31.00	
Call Waiting Call forwarding Call Pickup Rollover/Hunt		\$ 11.00 ea	\$ 11.00 ea	
3rd Party Circuits				
Extend Analog POTS line from Dmark to booth		\$ 206.00	\$ 242.00	
Extend ISDN BR1 line from Dmark to booth		\$ 309.00	\$ 364.00	
Extend T1 Circuit from Dmark to booth		\$ 1,854.00	\$ 2,282.00	
Special rates or additional services - Call (504) 582-3036 for quotes				
LABOR Charged in Half Hour increments. ½ hr. minimum				

Monday - Friday 8:00am – 4:30pm - \$76.00/hour

Monday – Friday 4:30pm – 8:00am & Sat., Sun., & Holidays - \$113.00/hour

Install Date and Time: _____

Disconnect Date and Time: _____

- All Rates include applicable Taxes.
- Customer should pick up set, show directory and dialing instructions at the MCC Exhibitor Service Center. All Sets must be returned to the MCC Exhibitor Service Center.
- All cancellations must be submitted in writing. No credit will be given for equipment or service canceled after installation. A \$50.00 processing charge will be applied to orders canceled prior to installation.
- All service issues must be reported to the MCC Exhibitor Service Center. Claims will not be considered unless filed in writing by the close of the event.
- Special wiring or configuring equipment will result in a labor charge.
- **A credit card is required for unrestricted dialing and telephone sets.** Please complete the Billing and Payment Policy form with the credit card information.

TOTAL AMOUNT DUE \$

Orders received on site are subject to an additional 25% fee on the standard rates.

Please indicate drop location on the Utilities Location Form. Include floor plans with orientation. A move fee of **\$52.00** per line will be charged to relocate the line after it is installed. If no location is provided, the line is installed in the center rear of the booth.

Any order placed within 21 days of event start date is subject to standard rate

LIMITATION OF LIABILITY

Except for claims for physical injury to persons, NOPFMI and its suppliers or subcontractors will not be liable for any special, or consequential damages or for loss, damage or expense directly or indirectly arising from customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind (including loss of business profits) based upon breach of warranty, breach of contract, negligence, strict tort or any other legal theory whether or not NOPFMI or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall liability exceed a refund of amounts actually paid to NOPFMI by company for their network attachment. Should there be a failure in connectivity performance as outlined above, customer will not be required to pay for connectivity for the prorated portion of service during which the failure occurred. The prorated amount will be calculated by dividing the time of failure by actual event hours as determined by the operational hours of the registration desk. In the event that the failure of connectivity is caused by a failure or disruption of NOPFMI's internet service provider, NOPFMI shall take all reasonable and necessary steps to obtain whatever credits available from the provider and will credit those amounts against customer's master account or make a cash refund to customer if the account has been paid in full. This shall be the limit of NOPFMI's liability. Whenever used in this contract, the term "NOPFMI" shall mean and refer to New Orleans Public Facility Management, Inc., the operating corporation for the Authority engaged in business as the Ernest N. Morial Convention Center-New Orleans, hereinafter "MCCNO".

TERMS AND CONDITIONS

1. Orders must be received a minimum of twenty-one (21) days prior to scheduled event opening for advance rates. Orders received less than twenty-one days will be charged at the standard rate. Orders placed on site will be subject to an additional 25% fee on the standard rates.
2. Conditions for processing service order forms:
 - a. Payment in FULL for services must accompany service orders. NO EXCEPTIONS. Service will not be installed if payment is not received.
 - b. Personal checks will not be accepted.
 - c. Incomplete information will delay processing. Booth number(s) must be identified on the face of the form. Location of service in booth must be designated. . Diagrams indicating booth orientation are required
 - d. Customer provided/ordered circuits must be installed and working 2 days before event move-in.
3. Rates listed for all connections include connecting the service to the booth in the most convenient manner and DO NOT Include labor for making specialized installations, materials or ramping. Additional service charges and labor charges may be assessed for installations. Payment must be rendered in full when billed during the event. Service may be interrupted if payment is not received.
4. All material and equipment furnished by the Convention Center shall remain the property of the Convention Center and shall be removed ONLY by MCCNO Personnel.
5. Adhesive tapes used on floor surfaced must be a type approved by the Morial Convention Center. Contact your service contractor or the Exhibit Services Division of the Convention Center for more details.
6. Convention Center personnel are authorized to cut floor coverings when essential for installation of service unless otherwise directed.
7. Installation of any service requirements crossing aisles will not be installed unless approved by Show Management.
8. The equipment and services will be provided only during the dates of the event the Customer is participating.
9. The end user is responsible for compliance with all federal, state and local codes/laws pertinent to the use of all services. The Convention Center reserves the right to inspect all devices and connections to ensure compliance with all codes and laws.
10. **Any additional cost incurred by MCCNO to (1) assist in trouble diagnosis or problem resolution found not to be the fault of MCCNO or (2) collect information required to complete the installation that customer fails to provide may be billed to the customer at the prevailing rate.**
11. **All service issues must be reported to the MCCNO Service Desk prior to the close of the event. Claims will not be considered unless filed in writing by exhibitor prior to close of event. Credit will not be given for service installed and not used**
12. **Cancellation – All cancellations must be submitted in writing. A \$50.00 processing fee will be applied to orders cancelled prior to installation. NO credit is given for service cancelled after installation.**
13. Customer's Duties –
 - a. Customer shall be liable for any loss or damage to the rental equipment arising from Customer's negligence, intentional act, unauthorized maintenance or other cause within the reasonable control of Customer, its representatives, employees, agents or invitees. In the event of any loss or damage to the equipment for which Customer is liable, Customer shall reimburse the Center for the reasonable cost of repair or replacement (or, at the Center's option, the Center may apply all or a portion of Customer's deposit as such reimbursement).
 - b. The equipment shall remain the sole and exclusive property of the Center or its assignee, and nothing contained herein shall give or convey to Customer any right, title or interest whatever in the equipment which shall, at all times, be and remain personal property notwithstanding that it may be or become attached to or embedded in the realty.
14. **Equipment Management** – Customer will be responsible for returning all telephone sets or other equipment and related materials to the MCC Exhibitor Service Center at the close of the show unless prior arrangements have been made with the MCC Service Desk.
 - a. **Customers should go to the MCCNO Exhibitor Service Center to receive telephone instruments. A credit card is required for rental of all equipment.**
 - b. The following costs will be charged to the customer's credit card account if equipment is not returned: **Single line sets - \$78.75, Multi line sets \$388.50.**
15. **Use of PBX Switch and Related Services** –Customer's rental of the equipment shall include the usage of (but not physical access to) the common telecommunication equipment (collectively, the "Switch") serving the Customer at the convention facility.
16. **Long Distance** – Long Distance (inter-exchange) services are provided by the Center under license arrangements (1+ dialing). The Center will process billing for such services. **A credit card is required for long distance charges.**
17. **Indemnification** – Customer hereby assumes liability for and agrees to indemnify protect and hold wholly harmless the Center and its agents, employees, officers, directors and any and all successors and assigns, for and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs and expenses, including reasonable attorney's fees, in contact, in tort or otherwise, which result from or arise out of the negligent or wrongful use to the equipment or the services by the Customer or its representatives, agents, employees, or invitees.



Return order and payment to:

P.O. Box 54973
New Orleans, LA 70154-4973

Phone: (504) 582-3036

Fax: (504) 582-3088

Email: Exhibit_Services@mccno.com

For online ordering visit

www.mccno.com/exhibitors

900 CONVENTION CENTER BLVD. NEW ORLEANS, LA 70130

COMPRESSED AIR · WATER · DRAIN · GAS · STEAM
Effective January 1, 2015

Advance Rate Deadline: **OCTOBER 7, 2015**

NAME OF SHOW	NASGW 2015 ANNUAL MEETING & EXPO			PAYMENT IN U. S. DOLLARS MUST ACCOMPANY ORDER. MAKE CHECKS PAYABLE TO NOPFMI OR PROVIDE CREDIT CARD INFORMATION ON THE PAYMENT AUTHORIZATION FORM.	
EXHIBITING FIRM NAME		BOOTH NUMBER		DATE(S) OF SHOW	
ADDRESS		Email Address		TELEPHONE/FAX	
CITY, STATE, ZIP		On site contact name and cell phone #		ORDER CONTACT NAME	

RATES QUOTED INCLUDE APPLICABLE TAX AND LABOR TO CONNECT EQUIPMENT. Discount rates apply to orders received 21 days prior to event start.

	QUAN.	DESCRIPTION	ADVANCE RATE	STANDARD RATE	AMOUNT
COMPRESSED AIR (90-100 PSI)		Single Outlet up to 1/2 "	279.00	369.00	
		Single Outlet 3/4"	361.00	440.00	
		Single Outlet 1"	432.00	589.00	
		Branch Outlet(s) – EACH	180.00	229.00	
		24 HOUR SERVICE REQUIRED <input type="checkbox"/> YES (Add 50% Outlet)			
Requirements		EXHIBITOR MUST SUPPLY OWN REGULATOR AND FILTER			
WATER (80-90 PSI)		Single Outlet 3/4" Cold Water	270.00	376.00	
		Single Outlet 3/4 " Hot Water	370.00	476.00	
		Branch Outlet(s) – EACH	182.00	263.00	
		Fill and Drain to 500 Gallons	287.00	396.00	
		Each Additional 500 Gallons	199.00	250.00	
Total GPM		Food Grade Hose Required? <input type="checkbox"/> YES			
Requirements		EXHIBITOR MUST SUPPLY OWN FILTER AND REGULATOR			
DRAIN		CONNECTION	257.00	364.00	
		BRANCH OUTLET(S) – EACH	155.00	181.00	
		SIZE CONNECTIONS REQUIRED _____			
Requirements		2" MAXIMUM DRAIN LINE			
GAS (6" Water Column)		Single Outlet 3/4", NATURAL GAS	329.00	386.00	
		BRANCH OUTLET(S) – EACH	231.00	272.00	
Requirements					
STEAM (100-125 PSI) (Saturated)		CHARGE FOR FIRST CONNECTION - Price Upon Request			
		EACH ADDITIONAL CONNECTION – Price Upon Request			
		SIZE CONNECTION(S) REQUIRED (Up to 1" only) _____			
		STEAM TRAPS - Price Upon Request			
		MATERIALS AND SPECIAL CONDITIONS			AMOUNT
		LABOR: CHARGE WILL BE IN 1/2 HR. INCREMENTS. MINIMUM CHARGE 1/2 HOUR.			
.....	Hrs. Monday - Friday 8:00 a.m. - 4:30 p.m. (Except Holidays)	\$ 76.00/Hr.			
.....	Hrs. Monday - Friday 4:30 p.m. - 8:00 a.m.	\$ 113.00/Hr.			
.....	Hrs. Saturday, Sunday and Holidays	\$ 113.00/Hr.			
					SUB-TOTAL
Orders received on site are subject to an additional 25% fee on the standard rates					
SHOW GENERAL LOCATIONS OF OUTLETS IN BOOTH ON THE UTILITY LOCATIONS FORM. IF A DRAWING IS NOT PROVIDED, THE MCC WILL INSTALL THE SERVICE IN THE REAR CENTER OF THE BOOTH. LABOR CHARGES WILL APPLY TO RELOCATE THE SERVICE.					
					TOTAL DUE

All connections are subject to approval by the Convention Center, and only the Convention Center Mechanics are authorized to make air, water, drain, gas and steam connections. Labor charges will apply for service calls. Labor charges are assessed on the exhibit floor and payment IN FULL must be rendered.

900 CONVENTION CENTER BLVD. NEW ORLEANS, LA 70130
Phone: (504) 582-3036

**REQUEST FOR
COMPRESSED AIR : WATER : DRAIN : GAS : STEAM
INSTRUCTIONS AND CONDITIONS**

1. Orders must be received a minimum of twenty one (21) days prior to scheduled event opening for advance rates. Orders received less than twenty one (21) days prior to scheduled event opening will be charged at the standard rates. Orders received on site are subject to an additional 25% fee on the standard rates.
2. Conditions for processing service order forms:
 - A. Payment for service must accompany service orders. NO EXCEPTIONS! Service will not be installed if payment is not received.
 - B. Personal checks will not be accepted.
 - C. Incomplete hook-up or outlet requirement information will delay processing.
 - D. Booth number(s) must be identified on the face of the form.
 - E. Location of outlets in booth must be designated on the UTILITY LOCATION(S) FORM.
3. Rates listed for all connections include connecting the service to the booth and DO NOT INCLUDE additional labor and material charges made for:
 - a. Crossing aisles for overhead installations or ramping.
 - b. Making specialized installations.
4. Additional service charges and labor charges may be assessed for installations. Payment must be rendered IN FULL when billed during the event. Service may be interrupted if payment is not received.
5. All material and equipment furnished by the Convention Center for this service order shall remain the property of the Convention Center and shall be removed ONLY by Convention Center Staff. .
6. Adhesive tapes used on floor surfaces must be a type approved by the Convention Center. Contact your service contractor or Exhibit Services Division of the Convention Center for more details.
7. Convention Center personnel are authorized to cut floor coverings when essential for installation of service unless otherwise directed.
8. Installation of any service requirements crossing aisles will not be installed unless approved by show management.
9. The equipment and services will be provided only during the contracted dates of the event the customer is participating.
10. Supply connections and disconnections may only be made by the Convention Center personnel. The end user is responsible for compliance with all applicable federal, state and local codes/laws pertinent to the use of all services. The Convention Center reserves the right to inspect all devices and connections to ensure compliance with all codes and laws.
11. Any additional cost incurred by MCCNO to (1) assist in trouble diagnosis or problem resolution found not to be the fault of MCCNO or (2) collect information required to complete the installation that customer fails to provide may be billed to the customer at the prevailing rate.
12. All service issues must be reported to the MCC Service Desk prior to the close of the event. Claims will not be considered unless filed in writing by exhibitor prior to close of event. Credit will not be given for service installed and not used.
13. **Cancellations – All cancellations must be submitted in writing.** A processing charge of \$50.00 will be applied to orders cancelled prior to installation. No credit is given for service cancelled after installation.
14. Service connectors or fittings may be supplied by the exhibitor.
15. Permanent building utility outlets are not a part of the booth space and cannot be used by exhibitors.
16. If further explanation of your plumbing requirements is necessary, please attach a separate sheet to this form.
17. If a technical data sheet on equipment indicating connections and/or description of equipment to be connected is available, please attach sheet or description to the Utility Location(s) form.

PLEASE COMPLETE AND RETURN WITH PAYMENT TO:

NOPFMI
P. O. BOX 54973
NEW ORLEANS, LOUISIANA 70154-4973

Please keep a copy for your records.



900 Convention Center Blvd • New Orleans, LA 70130

Return order and payment to:
P.O. Box 54973
New Orleans, LA 70154-4973
Phone: (504) 582-3036
Fax: (504) 582-3088
Email: Exhibit_Services@mccno.com
For Online Ordering visit
www.mccno.com/exhibitors

Request for Internet & Network Connectivity

Advance Rate Deadline: **OCTOBER 7, 2015**

Effective January 1, 2015

PLEASE TYPE OR PRINT

NAME OF SHOW **NASGW 2015 ANNUAL MEETING & EXPO**

PAYMENT IN U. S. DOLLARS MUST ACCOMPANY ORDER. MAKE CHECKS PAYABLE TO NOPFM or PROVIDE CREDIT CARD INFORMATION ON THE PAYMENT AUTHORIZATION FORM.

EXHIBITING FIRM NAME	BOOTH NUMBER	DATE(S) OF SHOW
ADDRESS	Email Address	TELEPHONE/FAX
CITY, STATE, ZIP	On Site Contact Name Cell Phone #	ORDER CONTACT NAME

Service Description	Quantity	Advance	Standard	Total
Standard Line Service—(10/100 Connection) Public IP address				
Shared Internet Service with 1 IP address		\$ 1,100.00	\$ 1,300.00	\$
Additional IP Addresses		\$ 129.00	\$ 148.00	\$
Shared Internet Service with 5 IP addresses		\$ 1,597.00	\$ 1,879.00	\$
Shared Internet Service with 10 IP addresses		\$ 2,177.00	\$ 2,561.00	\$
Shared Internet Service with 15 IP addresses		\$ 2,757.00	\$ 3,243.00	\$
Shared Internet Service with 20 IP addresses		\$ 3,223.00	\$ 3,792.00	\$
Dedicated Internet Service with 27 IP addresses		\$ 3,993.00	\$ 4,698.00	\$
Dedicated Internet Service with 57 IP Addresses		\$ 6,200.00	\$ 6,665.00	\$
DHCP Service - only available with Dedicated Internet Service		\$ 309.00	\$ 361.00	\$
8 port Hub/Switch Rental—A credit card is required to reserve a hub		\$ 95.00	\$ 110.00	\$
16 port Hub/Switch Rental—A credit card is required to reserve a hub		\$ 155.00	\$ 180.00	\$
Replacement cost of hub is \$250.00. If not returned, the credit card will be charged.				
Metered Broadband Service- Limited capacity for email purposes only				
56 KB with 1 IP (Additional IPs cannot be added to this service)		\$ 400.00	\$ 471.00	\$
256 KB with 1 IP (Additional IPs cannot be added to this service)		\$ 600.00	\$ 705.00	\$
512 KB with 1 IP (Additional IPs cannot be added to this service)		\$ 800.00	\$ 941.00	\$
Cat 5 cable – 25 foot Check if MCC Labor is required for installation				
Cat 5 cable – 25 foot Check if MCC Labor is required for installation		\$ 25.00	\$ 30.00	\$
Cat 5 cable – 50 foot Check if MCC Labor is required for installation		\$ 50.00	\$ 59.00	\$
Cat 5 cable – 100 foot Check if MCC Labor is required for installation		\$ 75.00	\$ 88.00	\$
Labor to install cables: 1 – 4 cables - \$38.00 5 – 8 cables - \$76.00 9 – 12 cables - \$114.00 13 – 24 cables - \$152.00				\$
Special Networking Configurations - Call (504) 582-3036 for quotes				
LABOR: Charged in Half Hour increments. ½ hr. minimum				

Monday - Friday 8:00am – 4:30pm \$76.00/hour

Monday – Friday 4:30pm – 8:00am & Sat., Sun., & Holidays - \$113.00/hour

Install Date and Time: _____

The MCC will provide standard 10/100 mbps switched Ethernet based connections with RJ-45 connectors to each location specified. The MCC will issue proper IP addresses and relevant information upon completion of the order form and payment for services.

The customer must provide all network, computer hardware and software to be used in the exhibit booth or meeting room, as well as the proper configuration of such equipment. The MCC cannot provide technical support on any issues related to the configuration of your computer equipment.

It is the customer's responsibility to provide administrative rights to configure computers. To receive configuration information in advance, please send request to techsupport@mccno.com. Include the event name, booth number and company name in the request.

CUSTOMER ACCEPTANCE OF TERMS AND CONDITIONS: _____
DATE: _____

TOTAL AMOUNT DUE \$

Orders received on site are subject to an additional 25% fee on the standard rates.

Please indicate drop location on the Utilities Location Form. Include floor plans with orientation. A move fee of \$129.00 per line will be charged to relocate the circuit after it is installed. If no location is provided, the drop is installed in the center rear of the booth. Internet drops originate from overhead.

Any order placed within 21 days of event start date is subject to standard rate

LIMITATION OF LIABILITY

Except for claims for physical injury to persons, NOPFMI and its suppliers or subcontractors will not be liable for any special, or consequential damages or for loss, damage or expense directly or indirectly arising from customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind (including loss of business profits) based upon breach of warranty, breach of contract, negligence, strict tort or any other legal theory whether or not NOPFMI or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall liability exceed a refund of amounts actually paid to NOPFMI by company for their network attachment. Should there be a failure in connectivity performance as outlined above, customer will not be required to pay for connectivity for the prorated portion of service during which the failure occurred. The prorated amount will be calculated by dividing the time of failure by actual event hours as determined by the operational hours of the registration desk. In the event that the failure of connectivity is caused by a failure or disruption of NOPFMI's internet service provider, NOPFMI shall take all reasonable and necessary steps to obtain whatever credits available from the provider and will credit those amounts against customer's master account or make a cash refund to customer if the account has been paid in full. This shall be the limit of NOPFMI's liability. Whenever used in this contract, the term "NOPFMI" shall mean and refer to New Orleans Public Facility Management, Inc., the operating corporation for the Authority engaged in business as the Ernest N. Morial Convention Center-New Orleans, hereinafter "MCCNO".

TERMS AND CONDITIONS

1. Orders must be received a minimum of twenty-one (21) days prior to scheduled event opening for advance rates. Orders received less than twenty-one days will be charged at the standard rate. Orders placed on site are subject to an additional 25% fee on the standard rates.
2. Conditions for processing service order forms:
 - a. Payment in FULL for services must accompany service orders. NO EXCEPTIONS. Service will not be installed if payment is not received.
 - b. Personal checks will not be accepted.
 - c. Incomplete information will delay processing. Booth number(s) must be identified on the face of the form. Location of service in booth must be designated. Diagrams indicating booth orientation are required.
 - d. Customer provided/ordered circuits must be installed and working 2 days before event move-in.
3. Rates listed for all connections include connecting the service to the booth in the most convenient manner and DO NOT include labor for special wiring, ramping, making specialized installations or materials. Additional service charges and labor charges may be assessed for installations. Payment must be rendered in full when billed during the event. Service may be interrupted if payment is not received.
4. All material and equipment furnished by the Convention Center shall remain the property of the Convention Center and shall be removed ONLY by MCCNO Personnel.
5. Adhesive tapes used on floor surfaced must be a type approved by the Morial Convention Center. Contact your service contractor or the Exhibit Services Division of the Convention Center for more details.
6. Convention Center personnel are authorized to cut floor coverings when essential for installation of service unless otherwise directed.
7. Installation of any service requirements crossing aisles will not be installed unless approved by Show Management.
8. The equipment and services will be provided only during the dates of the event the Customer is participating.
9. End user is responsible for compliance with all applicable federal, state or local laws pertinent to the use of all services. The Convention Center reserves the right to inspect all devices and connections to ensure compliance with all codes and laws.
10. **Any additional cost incurred by MCCNO to (1) assist in trouble diagnosis or problem resolution found not to be the fault of MCCNO or (2) collect information required to complete the installation that customer fails to provide may be billed to the customer at the prevailing rate.**
11. **All service issues must be reported to the MCCNO Service Desk prior to the close of the event. Claims will not be considered unless filed in writing by the exhibitor prior to the close of the event. Credit will not be given for service installed and not used.**
12. **Cancellation – All cancellations must be submitted in writing. A \$50.00 processing fee will be applied to orders cancelled prior to installation. NO credit is given for service cancelled after installation.**
13. **Wireless Specific – The use of any wireless device that interferes with the facility's wireless data frequency is prohibited. Exhibitors are allowed to bring and utilize their own wireless routers. The exhibitor will be charged for a hardwired connection and an IP for each device connected to the router. MCCNO is NOT responsible for the configuration or operation of the wireless router. It is the responsibility of the exhibitor to ensure their equipment is properly configured and operational and not interfering with other exhibitors and/or MCCNO equipment.**
14. **Customer's duties –**
 - a. Customer shall be liable for any loss or damage to the rental equipment arising from Customer's negligence, intentional act, unauthorized maintenance or other cause with the reasonable control of Customer, its representatives, employees, agents or invitees. In the event of any loss or damage to the equipment for which the Customer is liable, Customer shall reimburse the Center for the reasonable cost of repair or replacement (or, at the Center's option, the Center may apply all or a portion of Customer's deposit as such reimbursement).
 - b. The equipment shall remain the sole and exclusive property of the Center or its assignee, and nothing contained herein shall give or convey to Customer any right, title or interest whatever in the equipment which shall, at all times, be and remain personal property notwithstanding that it may be or become attached to or embedded in the realty.
15. **Equipment Management –**Customer will be responsible for returning equipment and related materials to the MCCNO Service Desk at the close of the event unless prior arrangements have been made with the Service Desk.
 - a. **A signature is required upon delivery of your rental hub(s). Please notify the MCCNO Service Desk when you are available to receive.**
 - b. **The following costs will be charged to the customer's credit card if equipment is not returned: Hubs - \$250.00. A credit card is required for rental of all equipment.**
16. **Use of Network Connection –**
 - a. The network attachment to be provided by MCCNO may be used only by the directors, officers and employees of the company, its guests, its agents and consultants while performing service for the company and cannot be resold or distribute to other companies. The services being provided by MCCNO will facilitate communications between the Company's authorized users and the entities reachable through the national Internet. Users of MCCNO equipment and network services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks, specifically wireless interference.
 - b. Users of MCCNO services shall not disrupt any of the MCCNO or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with MCCNO or other associated networks. MCCNO services shall not be used to transmit any communication where the meaning of the message, or its distribution, would likely be highly offensive to the recipient or recipients thereof.
 - c. **All devices for which MCCNO provides Internet or Networking connectivity shall be required to obtain a MCCNO assigned IP address.**
 - d. MCCNO will provide standard 10/100Mbps switched Ethernet-based connections with RJ-45 connections to each location as specified by the client. All data transmissions from connected client computers will be handled via copper and fiber optic based transmission media and routed/repeated as necessary to conform to Ethernet-based connectivity standards. MCCNO will only be responsible to the end of that connection or MCCNO provided device.
17. **Internet Performance Disclaimer –**MCCNO does not guarantee the performance, routing or throughput, either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. MCCNO does, however, monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users.
18. **Internet Security Disclaimer –**MCCNO does not provide security, such as but not limited to firewalls, etc for any data circuit(s) we provide. It is the sole responsibility of the customer to provide any necessary security. With execution of this document the customer is agreeing to the Terms and Conditions of this document and will hold MCCNO, its agents and contracts harmless for any and all liabilities arising from the use of non-secured circuits. **The client is responsible for Anti-Virus protection on all devices.** MCCNO requires that all devices directly or indirectly accessing the MCCNO network and Internet connection must have the latest virus protection software, window security updates, system patches and any technological cautions available/necessary to protect the MCCNO network, you and others from viruses, worms or any malicious programs and other disruptive appliances,
19. **The exhibitor must provide any services (email, ftp, http servers, etc) that are required.** The MCCNO provides standard Internet connectivity.
20. **Indemnification –**Customer hereby assumes liability for and agrees to indemnify protect and hold wholly harmless the Center and its agents, employees, officers, directors and any and all successors and assigns, for and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs and expenses, including reasonable attorney's fees, in contact, in tort or otherwise, which result from or arise out of the negligent or wrongful use to the equipment or the services by the Customer or its representatives, agents, employees or invitees.



900 Convention Center Blvd. New Orleans, LA 70130

**Request for Electrical Services
Effective January 1, 2015**

P.O. Box 54973
New Orleans, LA 70154-4973
Phone: (504) 582-3036
Fax: (504) 582-3088
Email: Exhibit_Services@mccno.com
For online ordering go to
www.mccno.com/exhibitors

PLEASE TYPE OR PRINT

NAME OF SHOW **NASGW 2015 ANNUAL MEETING & EXPO**

Advance Rate Deadline: OCTOBER 7, 2015
PAYMENT IN U. S. DOLLARS MUST ACCOMPANY ORDER. MAKE CHECKS PAYABLE TO NOPFMI OR PROVIDE CREDIT CARD INFORMATION ON THE PAYMENT AUTHORIZATION FORM.

EXHIBITING FIRM NAME	BOOTH NUMBER	DATE(S) OF SHOW
ADDRESS	EMAIL ADDRESS	TELEPHONE/FAX
CITY, STATE, ZIP	On Site Contact Name and Cell Phone #	ORDER CONTACT NAME

PLEASE SELECT ELECTRICAL SERVICES NEEDED ON THE OPPOSITE CHART, THEN COMPLETE THE SERVICE REQUIREMENT SECTION OF THE FORM BELOW WITH THE QUANTITY AND TYPE OF SERVICE NEEDED.

SPECIAL REQUIREMENTS	
OVERHEAD CONNECTION REQUIRED?	Add 50% to service connection charge
24 HOUR SERVICE REQUIRED?	Add 50% to service connection charge
LABOR:	CHARGES WILL BE IN ½ HR. INCREMENTS. MINIMUM CHARGE ½ HOUR
Monday - Friday 8:00 a.m. - 4:30 p.m. (Except Holidays)	\$ 76.00/Hr.
Monday - Friday 4:30 p.m. - 8:00 a.m.	\$ 113.00/Hr.
Saturday, Sundays and Holidays	\$ 113.00/Hr.
DATE AND TIME INSTALLATION REQUESTED	

LABOR CHARGES MAY BE ASSESSED ON THE EXHIBIT FLOOR AND PAYMENT IN FULL MUST BE RENDERED. NO EXCEPTIONS, PLEASE!

Please indicate outlet location(s) on the
UTILITY LOCATIONS FORM.

MATERIALS AND SPECIAL CONDITIONS

120 VOLT SERVICE INCLUDES LABOR FOR THE INSTALLATION. ADDITIONAL LABOR IS REQUIRED FOR SPECIAL WIRING, SERVICE CALLS AND MATERIAL.

ELECTRICAL SERVICE	120 VOLT SERVICE- SINGLE OUTLETS		480 VOLT SERVICE	
	ADVANCE RATE	STANDARD RATE		
5 Amp	0-600 W	\$116.00	0-600 W	\$150.00
10 Amp	601-1200W	\$152.00	601-1200 W	\$184.00
15 Amp	1201-1800 W	\$170.00	1201-1800 W	\$207.00
20 Amp	1801-2400 W	\$202.00	1801-2400 W	\$272.00
	208 VOLT 1Ø		208 VOLT 3Ø	
	ADVANCE RATE	STANDARD RATE	ADVANCE RATE	STANDARD RATE
20 Amp	\$338.00	\$461.00	\$472.00	\$625.00
30 Amp	\$433.00	\$585.00	\$591.00	\$793.00
60 Amp	\$673.00	\$866.00	\$959.00	\$1,195.00
100 Amp	\$938.00	\$1,244.00	\$1,500.00	\$1,863.00
*200 Amp	\$2,000.00	\$2,313.00	\$2,900.00	\$4,000.00
*300 Amp	\$2,286.00	\$2,672.00	\$4,538.00	\$5,538.00
*400 Amp	\$3,313.00	\$3,518.00	\$5,800.00	\$8,000.00

*All service above 100 amps must come from overhead.
Prices include overhead service. .

All 208 volt service includes 1 hour labor for installation of service. Additional labor for specialized installations, special wiring and material will apply.

PLEASE CONTACT THE CONVENTION CENTER FOR PRICE QUOTES.

FOR ORDERS RECEIVED LESS THAN 21 DAYS PRIOR TO EVENT OPENING, CALCULATE SERVICES AT THE STANDARD RATES. RATES INCLUDE APPLICABLE TAXES.

SERVICE REQUIREMENTS: Calculate service and cost to the next higher power available when requirements exceed the standard electrical service.

QUANTITY	AMPS	VOLTS	WATTS	PHASE	UNIT CHARGE	SUBTOTAL	OVERHEAD CONNECTION 50%	24 HOUR 50%	TOTAL

SPOTLIGHTS AND EXTENSION CORDS:

QUANTITY	DESCRIPTION - PLEASE CHECK WHERE NECESSARY	ADVANCE RATE	STANDARD RATE	TOTAL
	1000 WATT par 64 Theatrical Spot Light - Price includes power, install, focus and removal	294.00	345.00	
	SINGLE EXTENSION CORDS (Power not included)	23.00	23.00	
	MULTIPLE CONNECTION BOXES: 4 connections (power not included)	23.00	23.00	
	Subtotal			

ORDERS RECEIVED ON SITE ARE SUBJECT TO AN ADDITIONAL 25% FEE ON THE STANDARD RATES

Total Amount Due

REQUEST FOR ELECTRICAL SERVICE INSTRUCTIONS AND CONDITIONS

1. Orders must be received a minimum of twenty one (21) days prior to scheduled event opening for advance rates. Orders received less than twenty one (21) days prior to scheduled event opening will be charged at the standard rates. Orders received on site are subject to an additional 25% fee on the standard rates.
2. Conditions for processing service order forms:
 - A. Payment for service must accompany service orders. NO EXCEPTIONS! Service will not be installed, if payment is not received.
 - B. Personal checks will not be accepted.
 - C. Incomplete hook-up or power requirement information will delay processing.
 - D. Booth number(s) must be identified on the face of the form.
 - E. Location of power in booth must be designated. Diagrams indicating booth orientation are required.
3. Rates listed for all connections include connecting the service to booth in the most convenient manner and DO NOT INCLUDE labor for making specialized installations, special wiring, materials or ramping. Additional service charges and labor charges may be assessed for installations. Payment must be rendered IN FULL when billed during the event. Service may be interrupted if payment is not received.
4. All material and equipment furnished by the Convention Center for this service order shall remain the property of the Convention Center and shall be removed ONLY by Convention Center Staff.
5. Adhesive tapes used on floor surfaces must be a type approved by the Convention Center. Contact your service contractor or Exhibit Services Division of the Convention Center for more details.
6. Convention Center personnel are authorized to cut floor coverings when essential for installation of service unless otherwise directed
7. Installation of any service requirements crossing aisles will not be installed unless approved by show management.
8. The equipment and services will be provided only during the contracted dates of the event the customer is participating.
9. The end user is responsible for compliance with all applicable federal, state and local codes/laws pertinent to the use of all services. The Convention Center reserves the right to inspect all devices and connections to ensure compliance with all codes and laws.
10. **Any additional cost incurred by MCCNO to (1) assist in trouble diagnosis or problem resolution found not to be the fault of MCCNO or (2) collect information required to complete the installation that customer fails to provide may be billed to the customer at the prevailing rate.**
11. All service issues must be reported to the MCC Service Desk prior to the close of the event. Claims will not be considered unless filed **in writing** by exhibitor prior to close of event. Credit will not be given for service installed and not used.
12. **Cancellations – All cancellations must be submitted in writing.** A processing charge of \$50.00 will be applied to orders cancelled prior to installation. No credit is given for service cancelled after installation.
13. The Convention Center is responsible for the installation of all electrical distributions from the power source to the exhibit. Distribution is defined as all cable, connectors and hardware up to the first connection that follows the last branch circuit protection device.

Any branch circuit connection which is terminated in a non-Nema rated connector (i.e., bare wire, disconnect) must be made by a Convention Center electrician.
14. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors.
15. The following are not permitted for use in the exhibit:

–Open clip sockets	–Ungrounded Lighting Fixtures
–Latex or lamp cord wire	–Multiple Attachment Plugs
–Twin sockets	which do not have adequate circuit protection devices
16. All electrical equipment must be properly tagged and wired with complete information as to the type or current required for operation, voltage, phase, cycle, horsepower, etc.
17. All exhibitor cords must be a minimum of 12/3 with ground. All exposed non-current carrying metal parts of fixed equipment, which are liable to be Energized, shall be grounded.
18. If further explanation of your electrical order is necessary, please attach a separate sheet to this order.

PLEASE COMPLETE AND RETURN WITH PAYMENT TO:

NOPFMI
P. O. BOX 54973
NEW ORLEANS, LOUISIANA 70154-4973

Please keep a copy for your records.



P R E M I U M L I G H T I N G P A C K A G E S
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best light



Our experienced staff can design a complete lighting package to enhance your exhibit—from 10 x 10 booths to massive island displays. Let our lighting technicians put the spotlight on your exhibit.

Call or write today for more details:

Production Services Department

New Orleans Morial Convention Center

900 Convention Center Boulevard

New Orleans, LA 70130

Phone: 504.582.3018

Fax: 504.582.3076

Email: production@mccno.com

Use the electrical order form to place orders
for 1,000-watt par 64 theatrical spotlights.


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